



EMPLOYMENT OPPORTUNITY

LANDSCAPE CUSTODIAN I/II

Part-time hourly position

Level I - \$10.50 – \$13.37 Level II - \$11.95 – \$15.82

960 HOURS PER FISCAL YEAR/average 19 hours per week

POSITION OPEN UNTIL FILLED

SUMMARY: Under direct supervision, performs routine labor including general maintenance of parks, landscape, irrigation systems, vehicles, equipment, pool and buildings. Performs a variety of cleaning activities in District buildings and facilities; sets up rooms for meetings and special events; and performs a variety of related routine tasks as assigned. This is an entry-level part-time classification in the Grounds/Facilities series. Receives day-to-day direction from Park Maintenance Lead Worker and/or Grounds/Facilities II.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of quality customer service being primary for all positions. Performs other duties as assigned.

- Performs general grounds and landscape maintenance functions such as mowing, edging, watering, weeding, and raking; maintains flowers and shrubs.
- Works weekends, evenings, holidays, special events as assigned; opening and closing facilities as needed.
- Drives light trucks and operates light motorized equipment as required.
- Perform minor adjustments and repairs of non-motorized tools and equipment
- Maintain the cleanliness of assigned District buildings; empty trash receptacles; dust and clean offices, clean interior and exterior windows and glass doors; disinfect and clean restroom areas; sweep, scrub and vacuum floors; set up and break down various picnic, park, and classroom facilities.
- Performs routine maintenance on park facilities; including touch-up painting, minor carpentry, plumbing and other repair activity.
- Report or assist in repair of various park facilities including playgrounds, soccer fields, buildings, tennis courts and ball fields.
- Maintain and prepare ball fields which may include dragging; cleaning base pegs and attaching bases.
- Picks up litter and trash from grounds and performs other housekeeping duties including but not limited to sidewalks, parks, dugouts, and bleacher areas; inspect, maintain and clean restrooms.

QUALIFICATIONS:

- Basic knowledge of: the tools, materials, and equipment used in the landscape maintenance and custodial trade; the proper operation of light gas powered equipment normally associated with maintenance activities; common landscaping and gardening tools and equipment.
- Basic ability to: perform plant care and construction activities; perform strenuous manual labor, follow oral and written instructions; establish and maintain effective working relationships with others.

EDUCATION and/or EXPERIENCE:

Level I – Must have completed three years of High School. Minimum experience required.

Level II – Must be 18 years of age with a high school diploma or general education degree (GED). Any combination of education and/or experience which provides the knowledge and the ability to use tools basic to landscaping and maintenance.

OTHER SKILLS AND ABILITIES: Must be able to operate automobiles with either an automatic or manual transmission. Establish and maintain effective working relations with others; and ability to work hours as assigned. Ability to be self-motivated, work independently and manage time well.

CERTIFICATES, LICENSES, REGISTRATIONS: Employees age 18 and over must possess a valid California driver's license, employees under the age of 18 will not drive or operate District vehicles. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.

APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at 1605 E. Burnley St., Camarillo, CA 93010 (805) 482-1996 or at www.pvrpd.org

Application: Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience; attach additional sheets if necessary. Fill out the application completely and neatly; blank spaces may cause rejection. Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **A District application is required.** Resumes will not be accepted in lieu of a completed application.

Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidate's knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.

Staff Interview: After the Appraisal Interview, the top candidates may be invited to interview with the Park Services Manager.

NOTE: The District does not reimburse applicants for travel, lodging, or other expenses resulting from their participation in the selection process.

Position Open Until Filled

MAIL / FAX / DROP OFF ALL REQUIRED FORMS - APPLICATION, RESUME & SUPPLEMENTAL FORM TO:

Pleasant Valley Recreation & Park District

Kathryn Drewry

1605 E. Burnley Street

Camarillo, CA 93010

Phone: 805-482-1996 x 113

Fax: 805-383-0316

Email: kdrewry@pvrpd.org

THE SUCCESSFUL CANDIDATE MUST PASS A DEPARTMENT OF JUSTICE LIVE FINGERPRINT SCAN, BACKGROUND AND REFERENCE CHECK, SCREENINGS FOR ALCOHOL, DRUG, TUBERCULOSIS AND PHYSICAL PRIOR TO START OF EMPLOYMENT.

All supplemental forms and certifications MUST be submitted with the completed PVRPD Employment Application.

Supplemental Form to Application for Park Division

Name: _____

Date: _____

Instructions: Indicate your general level of ability in the areas listed below by use of the following symbols which best describes your capabilities.

- "0" - No knowledge and / or experience
- "1" - Some knowledge and / or experience (semiskilled)
- "2" - Good knowledge and / or experience (skilled)
- "3" - Specialty (highly skilled)

Horticulture

- _____ Fertilization
- _____ Irrigation
- _____ Pruning
- _____ Turf Care
- _____ Pest Control
- _____ Weed Control
- _____ Soil Preparation
- _____ Plant Propagation
- _____ Plant Names
- _____ Plant Diseases
- _____ Shrub and Tree Care

Welding

- _____ Arc
- _____ Acetylene
- _____ Soldering & Brazing
- _____ Torch Cutting

Custodial

- _____ Cleaning Procedures
- _____ Building Maintenance
- _____ Cutting Glass/Window Repair
- _____ Cleaning Materials & Supplies

Equipment Operation

- _____ Trucks
- _____ Backhoe
- _____ Tractor (tire)
- _____ Tractor (Cat)
- _____ Mower
- _____ Chain Saw
- _____ Buffer (floor)
- _____ Power Sprayer
- _____ Paint Sprayer
- _____ Aerial Towers
- _____ Graders

Construction

- _____ Rough Carpentry
- _____ Finish Carpentry
- _____ Painting
- _____ Plastering
- _____ Brick - Block Laying
- _____ Cement Finishing
- _____ Cabinet work
- _____ Plumbing
- _____ Pipe Fitting
- _____ Sheet Metal
- _____ Electrician

Engineering

- _____ Read "Blueprints"
- _____ Mechanical Drawing
- _____ Geometry
- _____ Surveying
- _____ Erosion Control
- _____ Grading
- _____ Drainage
- _____ Sports Fields Layout

Other: _____

General

- _____ Safety Procedures
- _____ Equipment Maint.
- _____ Auto Mechanics
- _____ Forestry
- _____ Fire Protection
- _____ Law Enforcement
- _____ Public Relations
- _____ First Aid
- _____ Nature Study
- _____ Swim Pool Maint.

Special Licenses, Certification and Training Courses:
