

ADA

In accordance with the Americans with Disabilities act (ADA), if special accommodations are necessary at any stage in the testing process, please provide the Personnel Department with advance notice and your request will be considered.

The information contained herein is subject to change and does not constitute either an expressed or an implied contract.

THE CITY

Corning is a rural community with a population of 7663 plus. It is situated in the Sacramento Valley in Tehama County, 112 miles north of Sacramento on Interstate 5, and 25 miles northwest of Chico. The area offers excellent opportunities for those interested in hiking, hunting, fishing, and all types of recreation. The community has excellent Schools, a Library and various Churches. Advanced educational opportunities are available via Shasta and Butte Community Colleges, and California State University, Chico. The City of Corning is an excellent environment for the growth and development of individuals and families.

***THE CITY OF CORNING IS AN
AFFIRMATIVE ACTION – EQUAL
OPPORTUNITY EMPLOYER***

THE CITY OF CORNING

**INVITES APPLICATIONS FOR THE
POSITION OF**

PART-TIME PUBLIC WORKS LANDSCAPE AND MAINTENANCE WORKER



Recruitment Closing Date:

**February 22, 2019
5:00 p.m.**

THE POSITION

Under general supervision, performs unskilled and semi-skilled landscape and maintenance, repair and construction work on streets, sewers, parks and other public works facilities; performs a variety of semi-skilled and heavy physical labor. This is a part-time entry level position for the Public Works Department. Successful applicant will be provided training in the more difficult and specialized maintenance and construction assignments; learn basic equipment operation skills; and perform other job related work as required and assigned.

EXAMPLE OF DUTIES

- Landscape and maintenance at various City properties including, but not limited to mowing, pruning, lawn fertilization and sprinkler maintenance.
- May assist with the installation, maintenance and repair of storm drains and streets.
- Assist with pavement striping and the installation and repair of street signs.
- Perform weed abatement work; concrete finishing work; maintain and repair buildings, facilities, playgrounds, and benches in recreation areas.
- Perform a variety of semi-skilled and heavy physical labor.
- May be assigned to assist with equipment repair, equipment maintenance, or respond to emergency repair calls.
- Installs barricades and warning signs and provides traffic control to ensure safety at work sites; places hazardous conditions signs along roadways as necessary.

QUALIFICATIONS & DESIRED QUALIFICATIONS

Applicant Must:

- **Possess a High School Diploma or G.E.D.**
- **Be at least 18 years of age at the time of application deadline.**
- **Be a US citizen or a permanent resident alien who is eligible and applied for US citizenship.**
- **Possess a Valid California Drivers License and have a satisfactory driving record.**
- **Be "Drug Free."**

Knowledge of:

- Basic knowledge of tools and equipment.
- Public Works landscape and maintenance work.
- Safe work practices.

Ability to:

- Perform heavy physical labor requiring strength, dexterity, and agility.
- Use tools and equipment.
- Learn the operation of a variety of motorized equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Any combination of training and experience that would provide the required knowledge and abilities is qualifying.

Work experience in custodial, groundskeeping or heavy physical labor work is highly desirable.

COMPETITIVE SELECTION PROCESS, APPLICATION REVIEW BOARD

All applicants must submit a complete City of Corning application with clear, concise and complete information regarding their qualifications for the position. You may attach a resume. Candidates whose qualifications best meet the City's requirements will be invited to participate in the next phase.

Oral Interview

This interview will evaluate your training, experience and personal qualifications.

Medical Examination

Selected applicant must successfully pass a medical exam, drug screening and Live Scan prior to employment.

BENEFITS

Salary: \$19.01 - \$23.34 per hour

Hours: Maximum of 20 hours per week

Benefits: 24 hours of Sick Leave per year.

TO APPLY:

Applications may be obtained in person from the Personnel Department of the City of Corning, 794 Third St, Corning, CA 96021, or by sending a self-addressed stamped envelope to the above address. You may also obtain an application on our website at www.corning.org. **Faxed or emailed applications are not accepted.** Any questions, call (530) 824-7029.

PART-TIME LANDSCAPE AND MAINTENANCE WORKER

DEFINITION

Under general supervision perform unskilled and semi-skilled landscape and maintenance duties at City properties and City Landscape and Lighting Districts; and assist periodically as needed with maintenance/repairs to City sewer/water lines. Work days will be Monday through Friday, 20 hours or less per week with hours to be determined.

DISTINGUISHING CHARACTERISTICS

Have the ability to deal tactfully and effectively with the public and volunteers; interpret written and oral instructions; analyze situations and safely take appropriate action; and learn proper and safe techniques for operating tools and equipment.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

Under general supervision performs general grounds maintenance work as necessary, including but not limited to mowing grass; edging walkways; removing vegetation around ditches and rights-of-way; installing, trimming, maintaining and/or removing trees and shrubbery; installing and maintaining planting beds; applying fertilizers; raking and removing debris from grounds, and sprinkler maintenance/control monitoring at the following locations within the City of Corning:

- Martini Plaza located in the 1400 block of Solano Street.
- Corning Transportation Center located at 1081 Solano Street.
- Corning Library located at 740 Third Street.
- Corning Park and Ride area located at the corner of Solano and Third Street.
- Corning City Hall located at 794 Third Street.
- Corning Fire Department located at 814 5th Street.
- Landscape & Lighting District 1, Zone 2, Stonefox Subdivision located along the south side of Solano Street directly south of the Solano Street/El Paso Avenue intersection.
- Landscape & Lighting District 1, Zone 4, Salado Orchard Apartments, specifically the median planter strip on Blackburn Avenue north of the apartment complex.
- Landscaped area north east corner of Solano Street and Marguerite Avenue.
- City right of way at North and Fourth Street, specifically 301 Fourth Street.
- Streetscape areas on Solano Street, specifically the bulb-out areas on Solano Street between 3rd and Sixth Street, including the curb and gutter surrounding the bulb-outs that the street sweeper is unable to clear. **No street tree pruning is to be done along Solano Street unless otherwise directed.**
- Mowing lawn at the Animal Shelter located at 4312 Rawson Road.
- Assists in inspecting facilities for proper maintenance and identifying repair needs.
- Performs and/or assists with the installation, maintenance and repair of streets and storm drains.
- Repairs and/or replaces street signs; paints curbs and installs other pavement markings as needed.
- Performs concrete work as needed in the installation of sidewalks, curbs and gutters.
- Operates and maintains whacker packer, air compressor, mowers / tractors, various trucks; operates tools such as chain saw, concrete grinder and saw, tap machine, jack hammers, sand blaster, weed eater, edger, etc.
- Maintains assigned tools, equipment and vehicles.
- Loads/unloads and hauls equipment, tools and materials to and from work sites as needed.
- Installs, maintains and repairs park and playground equipment and facilities.
- Performs heavy physical labor as necessary to complete assigned tasks.
- Installs barricades and warning signs and provides traffic control to ensure safety at work sites; places hazardous conditions signs along roadways as necessary.
- This list may be updated/changed at any time with duties being added/removed.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Safe work practices.

Ability to:

- Understand and follow oral and written instructions.
- Read and write at a level required for successful job performance.
- Maintain accurate, routine records.
- Safely use and maintain assigned vehicles, equipment and tools.
- Perform basic maintenance and repair tasks.
- Communicate clearly and concisely, both orally and in writing, using the English language.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Deal tactfully and courteously with the public.
- Meet the physical requirements necessary to safely and effectively perform the required duties.
- Work cooperatively with others.
- Perform work safely following all rules and regulations.
- Recognize and take effective action in potentially hazardous conditions on the job site or while operating equipment.

Job Responsibilities:

- Mowing of all lawn areas on a weekly basis during the growing season and as needed during the fall/winter months.
- Lawn areas within the above specified areas will be edged as needed.
- The tree/shrub areas are to be pruned and weeded as needed to insure proper growth habits and appearance, suckers are to be removed from the base of the trees throughout the year.
- Lawn areas are to be fertilized on a two round program to insure optimum growth and appearance. Fertilizers and pre-emergent shall be applied in sufficient quantities to ensure their effectiveness and must be approved by the Assistant Public Works Director prior to application. The two round program consists of the following:
 - **Round 1 (March):** Warm season lawn fertilizer and a pre-emergent;
 - **Round 2 (November):** Cool season fertilizer
- Sprinkler system to be inspected weekly for leaks, failing parts/components and overall function. Significant leaks or repairs will be performed by additional Public Works Staff.
- Monitoring and management of the landscape watering controls.

Education and Experience: Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying.

Education:

A High School Diploma or GED equivalent is required.

Experience:

Work experience in custodial, groundskeeping, or work involving heavy physical labor is desirable.

Other Requirements:

- Must possess a California driver's license and have a satisfactory driving record.
- Be at least 18 years of age at the time of application deadline.
- Be a U.S. citizen or a permanent resident alien who is eligible and applied for U.S. citizenship.
- Successfully pass a medical exam, drug screening and Live Scan.
- Be "drug free".



City of Corning EMPLOYMENT APPLICATION

Return completed application to:
Personnel Department
794 Third Street • Corning, CA 96021
(530)824-7033 • www.corning.org

Date _____

Position Applied For: _____ Rate of pay expected _____

Name _____ Email address _____
 Address _____ City _____ State _____ ZIP _____
 Mailing Address (If different from above) _____
 Home Phone (_____) _____ - _____ Message Phone (_____) _____ - _____
 Are you a U.S. Citizen? Yes No If not, are you a legal resident? Yes No
 Driver's License # _____ Class _____ State Issued _____ Expiration Date _____
 Were you previously employed by the City of Corning? Yes No If yes, when? _____
 Under what names? _____
 List any relatives working for the city:

NAME	ADDRESS	PHONE #	RELATIONSHIP
NAME	ADDRESS	PHONE #	RELATIONSHIP

Do you type? Yes No _____ WPM
 Do you possess any licenses, permits, certificates or any experiences, skills or qualifications which would be applicable for work with the City? Please list any foreign language(s) in which you are fluent.
 Describe _____

	Name & Address of School	Course of Study	No. of Sem Units	Did You Graduate?	Diploma or Degree	Grade Point Average
High School						
College						
Other (Specify) Business, Trade, etc.						



In order for your application to be considered, the following section MUST be completed.

A resume may be attached but will not be acceptable in lieu of this section.

List below all present and past employment FOR THE LAST 10 YEARS beginning with your most recent job.

Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING		
Total Time	YOUR DUTIES		
Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING		
Total Time	YOUR DUTIES		
Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING		
Total Time	YOUR DUTIES		
Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING		
Total Time	YOUR DUTIES		

May we contact the employers listed? Yes No If not, which one(s) may we contact?

Have you every been discharged or forced to resign? Yes No If yes, describe:

I HEREBY CERTIFY THAT MY ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSION OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED AND THAT FAILURE TO COMPLETELY ANSWER ANY QUESTION MAY RESULT IN MY NOT BEING CONSIDERED FOR EMPLOYMENT. **THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

Signature of Applicant _____ Date _____