

**CITY OF LAKEWOOD (CA)**

**invites applications for the position of:**

Maintenance Trainee - RCS

**SALARY:** See Position Description

**OPENING DATE:** 12/01/10

**CLOSING DATE:** 12/14/10 05:00 PM

**DESCRIPTION:**

**MAINTENANCE TRAINEE - RECREATION & COMMUNITY SERVICES**

*Limited term employment for maximum of two years.*

(\$13.9074 - \$14.5917/hr.)

*Maintenance Trainee positions are available as part of the City's Training and Employment Preparation Program. The Program provides an opportunity for hourly trainees to learn job skills and gain work experience in one or more assignments. These are "at will" employment opportunities of the City and may be terminated at any time without cause within the total discretion of the appointing authority. Full participation in the program is based on continued satisfactory performance and attendance. Participation in, or completion of, the program does not guarantee further employment with the City of Lakewood beyond participation in this trainee program. Maintenance Trainee positions are limited to a maximum employment period of two years. The provisions of this program do not constitute an expressed or implied contract and any provision of this program may be modified or revoked without notice.*

The City of Lakewood is seeking a hard-working and responsible individual for a full-time, limited two-year term position of Maintenance Trainee in the Recreation & Community Services Department. Under direct supervision, trainees learn and perform moderate to heavy manual labor using a variety of tools and equipment; will learn new skills and/or enhance current skills; and learn and apply the basic safety techniques and practices. Incumbents may be assigned to work in park, turf or landscape maintenance and may work a variety of hours including weekends and holidays. This is an at-will position and the incumbent serves at the pleasure of City Manager or designee.

**EXAMPLES OF DUTIES:**

Park, Turf or Landscape Maintenance: Trainees in the Park, Turf and Landscape Maintenance Section will learn and apply the basic principles of horticulture in performing daily tasks in the area of pruning, fertilizing and maintaining various species of plants throughout the City. Trainees will learn and be able to identify, by sight, and learn the basic characteristics and care requirements of 25 to 30 plants commonly found in Lakewood parks and landscaped areas. Trainees will learn and be able to operate power equipment such as mowers, backpack blowers, weed eaters, edgers, floor strippers and buffers. Trainees will learn and be able to perform tasks required for the general maintenance of public parks, including trimming, edging, blowing down, cleaning picnic facilities, as well as picking up litter and trash control.

**QUALIFICATIONS:**

**Skills & Abilities** – Learn and acquire skills in various areas of maintenance; perform unskilled and semi-skilled maintenance duties in a variety of settings, using hand and power-driven tool; perform heavy manual labor; be safety conscious and learn and apply all safety procedures and practices related to work being performed; read, write and carry oral and written instructions; work well with supervisors, coworkers and the public.

**Physical Abilities** – Must be able to work with a full range of body movements involving reaching, bending, stooping, and grasping; perform heavy lifting and carrying on a regular basis; physical agility to work in

cramped spaces; stand and walk for long periods of time; strength to perform heavy labor. Must have dexterity to use hand and power-driven tools. Trainees must have normal vision and hearing ability. Trainees may be exposed to variable weather conditions and noise from power-driven tools.

**Education & Experience** – Graduation from High School, or GED equivalent. Some work experience in park turf or landscape maintenance is desirable.

**Special Requirements** – Possession of a valid Class “C” Operator’s license issued by the California State Department of Motor Vehicles and a good driving record. ***Trainees must be at least 18 years of age.***

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**SUPPLEMENTAL INFORMATION:**

**Selection Procedure:** All properly submitted applications will be reviewed and evaluated. Those candidates appearing to have the best qualifications for the position will be invited to participate in the selection process which may require any combination of the following: a written examination, a performance examination and one or more oral interviews. **Not all applicants may be tested on interviewed.**

**Important Information**

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

**APPLICATION PROCESS:** Applications must be filled out completely and clearly show that the qualifications are met. All statements made on the application are subject to investigation and verification. False statements will be cause for disqualification, removal from the Eligible List, or discharge from employment. Resumes may be attached, but will not be accepted in lieu of a standard City application form. All application materials become the property of the City of Lakewood and are not returnable.

**EQUAL OPPORTUNITY:** The City of Lakewood does not discriminate on the basis of age, sex, race, color, religion, national origin, ancestry, marital, or disability status in its employment actions, decisions, policies and practices.

**AMERICANS WITH DISABILITIES:** Qualified individuals with disabilities as defined by the Americans with Disabilities Act are encouraged to apply for City employment. Those who require a reasonable accommodation to take a test as part of the selection process must make such a request to the Personnel Department, in writing, at least three working days prior to the date of the testing procedure. Individuals requesting accommodation in the testing process will be required to provide documentation of such need.

**IMMIGRATION REFORM & CONTROL ACT OF 1986:** In compliance with the Act, all new employees must verify their identity and entitlement to work in the United States by providing required documentation.

**FINGERPRINTING:** Applicants who are hired for designated positions are fingerprinted during the pre-placement processing period. All fingerprints will be processed with the Department of Justice to verify criminal records or absence thereof.

**RESTRICTIONS ON NEPOTISM:** It is the city’s policy not to employ relatives. “Relatives” for this purpose include son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, nephew, niece, stepparent, stepchild, grandparent, grandchild, or persons living in the same household. This policy shall apply to full time employment and trainees. This prohibition shall not impact related persons employed by the City prior to June 30, 2007. However, no relative of any city officer or employee to whom this resolution applies shall be employed, if said city officer or employee is in a supervisory, lead or subordinate position over said relative in the areas of hiring, setting compensation, discipline or termination. The City does not prohibit employment of two people who are married to each other or who are the registered domestic partners of each other pursuant to the California

Family Code (section 297 et seq.). Nonetheless, the City will not employ spouses or registered domestic partners in the same division or facility in situations where such action is determined to be inappropriate because of reasons of supervision, safety, security or morale.

**PHYSICAL EXAMINATION:** Employment offers are conditional based upon the successful completion of a medical examination which includes drug and alcohol screening for safety sensitive positions. Physicals are performed by the City's designated physician at the City's expense. Candidates are cautioned not to quit their jobs or give notice to their current employers until they are determined to be medically qualified.

**TUBERCULOSIS TESTING:** Candidates selected to work in a position requiring contact with children must submit a certificate or notice documenting that within the last two years they have been examined and found to be free of communicable tuberculosis. The certificate or notice must be signed by a licensed examining physician or public health agency.

**POSSESSION OF A VALID CALIFORNIA DRIVER'S LICENSE:** Employees in classifications requiring possession of a valid California drivers' license will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

**LOYALTY OATH OR AFFIRMATION:** All City employees are required to sign a loyalty oath or affirmation prior to actual employment.

**EMERGENCY SERVICE:** All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

**PROBATIONARY PERIOD:** Regular employees in the classified service are required to serve a probationary period of not less than six months. All other employees are considered at-will and serve at the pleasure of the appointing authority.

**AGENCY SHOP:** Union dues or service fees are mandatory as a condition of employment for full time employees who are in classifications that are covered by Agency Shop provisions. Qualified religious objection can be accommodate

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.lakewoodcity.org/jobs>

OUR OFFICE IS LOCATED AT:

5050 Clark Avenue

Lakewood, CA 90712

562-866-9771, x2210

[jobs@lakewoodcity.org](mailto:jobs@lakewoodcity.org)

Position #2011-9

MAINTENANCE TRAINEE - RCS

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### Maintenance Trainee - RCS Supplemental Questionnaire

\*1. Do you possess a valid Class "C" Operator's License issued by the California State Department of Motor Vehicles with a good driving record?

Yes

No

\*2. Briefly describe any work experience that you may have in park, turf or landscape maintenance

\*3. List any park, turf or landscape tools and/or equipment that you are skilled in using and list the years of experience you have in using that tool/equipment. (example: lawn mower - 5 yrs experience)

\*4. Maintenance Trainees must be atleast 18 years of age, Are you atleast 18 years of age?

Yes      No

\* Required Question