



City of Newark

Position Announcement

Landscape & Parks Maintenance Worker I

Regular Full-Time

Promotional Only Recruitment

(Open Only to the Current City of Newark Employees)

Regular, Full-Time

THE POSITION

The Landscape and Park Maintenance Worker I performs a variety of unskilled and semi-skilled tasks in the maintenance and repair of landscaped and park areas.

This is the entry level class in the Landscape and Park Maintenance Worker series. Positions in this class typically have little or no directly related work experience and work under supervision while learning job tasks. The Landscape and Park Maintenance Worker I is under immediate supervision from a Maintenance Supervisor and technical and functional supervision from a Senior Landscape and Park Maintenance Worker.

Essential Duties may include, but are not limited to, the following: assist in installing or maintaining irrigation systems and playground or park equipment; plant trees, shrubs and varied plants; prune, fertilize, mulch and water planted areas; mow and edge turf areas; spray for weed and insect control; maintain ball fields and playing areas; remove trash and debris and sweep and rake areas; maintain records of work performed and materials used; may use a computer to enter and retrieve information related to work assignments and record-keeping; build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service; and perform related duties as assigned.

THE IDEAL CANDIDATE WILL POSSESS

Knowledge of:

- Use and purpose of general construction and related maintenance tools and equipment.
- Safe work practices.

Ability/ Skill to:

- On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing repair, installation, or maintenance tasks; work in conditions of various outdoor exposure; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry heavy weights; work in conditions of various outdoor exposure.
- Learn to use a personal computer for electronic mail communication and to enter and retrieve data related to work orders, supplies, and hours worked.
- Communicate clearly and concisely, both orally and in writing.
- Work unusual/prolonged work schedules during emergencies or seasonally-caused circumstances.
- Establish and maintain effective working relationships with those contacted in the course of work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

- No experience is required.
- Some landscaping, general maintenance, or construction experience is preferred.

Training:

- Equivalent to completion of the twelfth grade.

License or Certificate

- Possession of, or ability to obtain, a Class C California driver's license.

Interested applicants should submit their employment application to the City of Newark Human Resources Department, 37101 Newark Blvd., 4th Floor, Newark, CA 94560 OR via email at HR@newark.org.

The City application is available online at <http://www.newark.org/departments/human-resources/employment-opportunities> or at the City of Newark Human Resources Department.

Filing Deadline: Application must be received by 5:00 p.m. PST on February 17, 2020.

This position will remain open until filled.

IMPORTANT: Please be sure to fill out the required City application completely, including all relevant work experience. Applications with "See Resume" as a substitution for the work experience description and/or unclear past employment information will not be considered.

SELECTION PROCESS

Following the deadline to apply date, applications will be screened according to the qualifications outlined in this job announcement. The most qualified applicants will be invited to continue in the selection process which may consist of any combination of oral panel interview, skills exam and/or written exam. **The tentative interview date is on Thursday February 20, 2020.** All applicants will be notified by email as to whether or not they are invited to participate further in the selection process.

An Eligible List will be established as result of this selection process and will be valid for a period of six (6) months.

Applicants must be successful in all phases of the selection process to be considered for the position.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the final filing date for accommodation requests.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

COMPENSATION & BENEFITS

SALARY: \$5,840.42 to \$7,100.73 per month

BENEFITS

- **Health Insurance:** The City currently contributes the sum of \$821 per month towards health and welfare benefits. Starting with the 2020 plan year, the City will contribute the following amounts towards employee's health and welfare benefits:
 - Employee only: \$844
 - Employee +1 dependent: \$1,687
 - Employee +2 dependents: \$2,228

Employee's may "cashout" up to \$450 per month of any money not used for the purchase of employer offered benefits. Any "cashout" will be paid to the employee in taxable compensation.

- **Retirement:** CalPERS 2.5% @ 55 for "Classic" members or 2.0% @ 62 for New PEPPRA members. The City does not participate in social security. The City participates in Medicare.
- **Holidays:** 11 scheduled holidays, with one floating holiday and one birthday holiday to be scheduled.
- **Vacation Accrual:** 6.667 to 16.667 hours per month depending upon years of service.
- **Sick Leave:** Up to 8 hours per month.
- **Deferred Compensation:** Voluntary participation.

- **Life Insurance:** City paid \$20,000 life insurance policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Health and Fitness:** Free use of the Silliman Activity & Family Aquatic Center. (Excluding classes and rentals)

NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 47,531, with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at www.newark.org & take a Video Tour Book of Newark, CA.