



# EMPLOYMENT OPPORTUNITIES



Human Resources Department  
1415 N. Santa Anita Avenue  
South El Monte, CA 91733  
(626) 579-6540 ☐ (626) 579-2107 FAX  
[www.ci.south-el-monte.ca.us](http://www.ci.south-el-monte.ca.us)  
EQUAL OPPORTUNITY EMPLOYER

## PART TIME AT-WILL

### *Park Attendant*

(15-19 Hours per week)

**\$11.61 – \$14.01 per hour**

**APPLICATION DEADLINE: August 2, 2018 5:00pm**

**POSITION SUMMARY:** Under general supervision, the Park Attendant is responsible for preparing park fields for sport events and facilities for special events; assisting in maintaining the cleanliness of restroom facilities at various recreation facilities. Other duties include inspecting recreational equipment, making minor repairs, removing graffiti and painting certain structures as needed, while ensuring a safe environment for co-workers and the public. The Park Attendant is also responsible for opening and closing facilities for youth groups and organizations. Park Attendants may also assist in preparing for recreation programs, classes or sport activities at a park site or community center, supervising a facility during a reservation, and performing other related duties as required.

#### **EXAMPLE OF DUTIES:**

- Set –up fields for sport activities
- Operate and use maintenance equipment
- Paint a variety of surfaces using rollers, brushes, and or spray equipment;
- Keep facilities clean for public use
- Maintain safety standards
- Performs other duties as assigned

**KNOWLEDGE AND ABILITIES:** The successful candidate must have knowledge of janitorial duties, such as cleaning and disinfecting restrooms, minor plumbing, and facility maintenance. The candidate must also have the ability to make minor repairs, communicate clearly and concisely, and identify potential hazards. Knowledge of maintaining fields for sporting events is also very desirable.

**QUALIFICATIONS:** Applicants should be at least 18 years of age or older. Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Previous experience in the field of maintenance, recreation or related field, with public relations skills is desirable. Graduation from an accredited high school or equivalent is required.



**LICENSES & CERTIFICATIONS:** Possession of a valid California Class C driver's license and acceptable driving record at time of appointment and throughout employment in this position.

**PHYSICAL ABILITIES:** On a continuous basis, walk and stand, going in and out of buildings; intermittently bend, squat, climb, kneel and twist to perform maintenance activities; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry 40 pounds or more.

**WORK ENVIRONMENT:** Incumbents work at various City facilities and park sites. Work assignments will involve performing tasks indoors and outdoors in a variety of weather conditions.

**WORK SCHEDULE:** Work hours vary. Work hours will include day and evening hours, weekends and holidays. The candidate must be willing to work a flexible schedule. Approximately 15-19 hours per week with maximum of 999 hours per fiscal year.

**SELECTION PROCESS:**

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applicant must pass a medical examination and drug test. Applications are available at South El Monte City Hall and on-line at [www.ci.south-el-monte.ca.us/](http://www.ci.south-el-monte.ca.us/) On-line applications and or resumes will not be accepted. Applications may not be faxed or submitted electronically. Applications can be submitted in person or mailed to City Hall addressed to the Personnel Department.

**LEGAL RIGHT TO WORK IN THE UNITED STATES**

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

**EMERGENCY DISASTER WORKER**

City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

**EQUAL OPPORTUNITY EMPLOYER**

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

**REASONABLE ACCOMODATIONS**

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.



**CITY OF SOUTH EL MONTE  
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