



EMPLOYMENT OPPORTUNITIES

Human Resources Division
1415 N. Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 ■ (626) 579-2409 FAX
www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER



TEMPORARY PART-TIME ~ AT-WILL POSITION MAINTENANCE AIDE \$12.61 - \$15.01 per hour (19-29 hours per week) APPLICATION DEADLINE: March 7, 2019 by 5:30 p.m.

POSITION SUMMARY: Under supervision of the Public Works Maintenance Supervisor and/or Maintenance Worker II, the Maintenance Aide performs a wide variety of skilled and semi-skilled tasks; to assist in landscape maintenance and streets; use of variety of hand and power tool and removal of graffiti. Current vacancy is in the **Fields Division**.

EXAMPLE OF DUTIES

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

- Operates pickup and dump trucks, tractors, and other maintenance equipment;
- Performs semi-skilled landscape maintenance and construction work such as pruning, minor grading, soil preparation and planting;
- Fertilizes lawns and plantings;
- Operate a variety of power equipment including power washer, vacuum, mower, edger, weed eater, jack hammer and blower;
- Paint a variety of surfaces using rollers, brushes, and or spray equipment;
- Water, mow, weed and spray trees, plants, shrubs, flowers, parkways and lawns;
- Assist in the installation and repair of sprinkler systems;
- Loads debris and brush into pickup trucks;
- Assist with concrete & asphalt work in streets and right-of-ways; and
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

- On a continuous basis, must know and understand maintenance activities and observe safety rules;
- Analyze and identify problems, potential hazards and tasks;
- Understand maintenance rules and regulations;
- Problem solve maintenance activities;
- On a continuous basis, walk and stand going in and out of buildings;
- Ability to communicate clearly and concisely, orally, and in writing;
- Must have knowledge of basic safety procedures; and
- Perform related duties as required or assigned.

EDUCATION/EXPERIENCE: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Graduation from high school or equivalent and at least two (2) years of experience in planting, fertilizing, and cultivating trees, lawns, shrubs and performing general field services involving operation of equipment, cement or asphalt work.

REQUIRED LICENSES OR CERTIFICATIONS: Possession and maintaining a valid California Motor Vehicle Operator's License during employment is mandatory.

PHYSICAL DEMANDS/WORK ENVIRONMENT: On a continuous basis, walk and stand going in and out of building; 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 SCHEDULE: The tentative primary schedule is Monday - Thursday, 6:00 a.m. - 4:30 p.m.; **The successful applicant must be willing to work a flexible schedule. Please note if this position extends past June 30, 2019, hours will drop down to 19 hours per week.**

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/ On-line applications and or resumes will not be accepted. Applications may not be faxed or submitted electronically.

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
1415 N. SANTA ANITA AVENUE
SOUTH EL MONTE, CA. 91733**

