



CITY OF SAUSALITO

420 Litho Street, Sausalito CA 94965
Attn: Human Resources Administrator
(415) 289-4130 FAX (415) 289-4167
spaterson@ci.sausalito.ca.us

LANDSCAPE WORKER I (\$3,741/month)

**Full-time Position in the Public Works Department
Application Deadline: April 4, 2014.**

*Note: Review of applications received by April 4, 2014
will determine whether recruitment remains open until filled.*

JOB DUTIES

The City of Sausalito seeks a highly-motivated person for an entry-level class in the landscape maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

ESSENTIAL FUNCTIONS OF THE POSITION

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs maintenance and repair activities of City parks and related facilities to ensure safe and efficient access for the public, including parks, recreation facilities and buildings, landscaped areas, trees, and medians.
- Performs a variety of landscape construction and maintenance duties, including planting, irrigating, fertilizing, and maintaining flowers, shrubs, and trees; trimming and pruning trees in street landscaped areas; performing weed abatement using a chemical sprayer; irrigating, mowing, and fertilizing turf; removing fallen trees, stumps, fallen limbs, and related debris; raking leaves and clearing debris from walkways, fields, and other facilities; picking up trash and emptying receptacles.
- Performs a variety of duties in the maintenance and repair of irrigation systems; changes and adjust heads; maintains controllers; participates in performing irrigation system installation and maintenance projects.
- Maintains parks and landscaped areas in a clean and safe condition, including picking up trash and maintaining trash receptacles; cleaning and maintaining restrooms.
- Operates and maintains a variety of light, medium, and heavy equipment and hand and power tools related to the maintenance and repair of City parks and related facilities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Receives and acts upon complaints, referrals, and concerns from the public; responds to and performs work in emergency situations as required.
- Performs related duties as assigned.

KNOWLEDGE OF:

- Basic principles, practices, tools, and materials as they relate to the landscape maintenance and repair of infrastructure and facilities similar to those in a municipal environment.
- Use and minor maintenance of hand and power tools and equipment used in landscape maintenance work.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Basic computer software related to work.
- Basic principles and procedures of record keeping.
- English usage, spelling, vocabulary, grammar, and punctuation.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff

ABILITY TO:

- Perform basic landscape maintenance and repair work.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Learn applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Maintain accurate logs, records, and basic written reports of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade. One (1) year of experience in construction, maintenance, and/or repair of parks and/or related facilities is desirable.

Licenses and Certifications:

- Possession and maintenance of a valid California Class B Driver's License.
(Required within one year of appointment.)
- Possession and maintenance of Qualified Applicator certificate issued by the State of California.
(Desirable but not required of Landscape Worker I.)

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

THE PUBLIC WORKS DEPARTMENT

The Public Works Director/City Engineer heads this department comprised of two divisions: Engineering and Maintenance. The Engineering Division includes a Senior Civil Engineer, an Assistant Engineer and an Administrative Aide. The Maintenance Division includes a Maintenance Division Manager, a Supervisor, 1 Mechanic, 4 Maintenance Workers, 3 Sewer Maintenance Workers, 3 Landscape Workers and 2 Custodians.

BENEFITS

Cafeteria Benefit Plan: The City offers a healthy cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and PERS long-term care insurance.

Leave: Employees earn 10 hours vacation and 8 hours sick leave per month. Some employees currently work a 9-80 work schedule and are therefore entitled to 9 paid holidays and 15 hours of "floating holiday" time each year. Employees who work a 5-40 work schedule are entitled to 10 paid holidays and 16 hours of "floating holiday" time each year.

Union Membership: This position is non-exempt and is part of the Service Employees' International Union group.

THE COMMUNITY: Sausalito is a beautiful Bay front city of 7,400 residents within 2.2 square miles with a visitor population that may be several times the size of the year round population. It has been geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, harbors and waterfront, and a maritime-oriented office/industrial district. The blend of historical buildings, wooded hillsides, sweeping Bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty. Residents are community-oriented and very supportive of City staff.

CITY GOVERNMENT: Sausalito is a General Law city incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services that includes Administration, Finance, Police, Fire, Public Works, Parks and Recreation, Community Development and a Public Library. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

APPLICATION PROCEDURE:

Applications are available on our City website <http://ci.sausalito.ca.us>, Human Resources.

Submit the following materials by mail or personal delivery to the City of Sausalito, Attn: Human Resource Administrator, Susan Paterson, 420 Litho Street, Sausalito, CA 94965.

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you for the position
- City Employment Application completed and signed; Applicant Tracking Form must be submitted. Please note that unsigned applications will not be considered.
- Résumé
- A list of at least three professional and three personal references

ADA / EOE