



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

**BUILDING AND GROUNDS MAINTENANCE WORKER (SEASONAL)**  
**Application Deadline: March 25, 2019**

**DEPARTMENT:** Public Works  
**LOCATION:** Countywide  
**SALARY:** Range PT50 - \$15.35/hour  
**TERM:** May through November, 2019  
40 hours per week – No County benefits

**DEFINITION:** Under general direction, performs a variety of duties in the care of lawns and landscaped areas surrounding County buildings and properties, and performs other related duties as required.

**ESSENTIAL JOB DUTIES:** Performs a variety of landscape maintenance activities; conducts fertilizing, weed control, seeding and watering procedures; mows, edges walkways and curbs; conducts general clean up of trash clippings, leaves and debris; prunes and trims trees and shrubs; plants and extracts trees; performs brush removal; inspect landscape areas; loads and hauls materials; conducts repair of irrigation systems and landscapes; sweeps and cleans roadways and pathways and parking areas; identifies plants and pests; applies a variety of pesticides to control and eliminate the spread of weeds and pests in beds and landscape areas; performs routine maintenance on tools and motorized machinery; repairs and provides basic maintenance on mowers, chainsaws, power leaf blowers, hedge trimmers, string trimmers, and other related equipment; changes oil, coolant, hydraulic fluid and filters; removes, sharpens, installs, and maintains blades, weed/shrub trimmers and other related equipment; performs minor repairs to grounds equipment; assists Building and Maintenance Workers with furniture moving; performs cleanup duties; assists in the installation of irrigation systems, lawns, planting beds, decorative rock, landscapes and other related activities; may perform snow removal.

**EMPLOYMENT STANDARDS:**

**Education/Experience:** High school graduate or equivalent with a minimum of three years experience performing comparable duties.

**Knowledge of:** Methods, practices, procedures, equipment, and supplies used in providing grounds maintenance services. Must be familiar with safe work practices and the techniques of employee training and supervision.

**Ability to:** Perform landscape and grounds maintenance work; ability to operate landscape equipment; ability to repair and install irrigation systems and perform basic equipment repair; knowledge of restricted use and application of chemical pesticides; clean and care for County facilities; use a variety of tools and equipment; understand and carry out written and verbal instructions; work cooperatively with coworkers and others contacted in the course of work.

Physical requirements include lifting heavy objects of up to 100 pounds; operating various power equipment; bending, and twisting while in awkward positions; reaching overhead, bending, stooping to load and unload materials from various locations. Must have the ability to stand, walk, kneel, crouch, stoop, squat, twist, and climb. Position requires occasional working at heights; driving automotive equipment; occasional exposure to dust and working outside; exposure to slippery and uneven walking surfaces. The worker may also be subject to ambient weather conditions that include a high of 120 degrees and a low of -10 degrees Fahrenheit.

**Core Competencies:**

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

**Special requirements:** Must possess a valid operator's license issued by the State Department of Motor Vehicles. Must be available to work evening hours; must use a variety of cleaning solvents, chemicals and pesticides in the performance of duties.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and will include a qualification screening and oral interview.

**APPLICATION:** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **March 25, 2019 (postmarks not accepted)**. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline; original application with original signature must also be received.

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR UP TO ONE YEAR IN FILLING FUTURE VACANCIES IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

**REASONABLE ACCOMMODATION FOR PERSONS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All positions are considered Countywide.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.