



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

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

**PARK & CAMPGROUND MAINTENANCE HELPER**

**(Seasonal Position)**

**Application Deadline: March 15, 2021**

**DEPARTMENT:** County Administration, Parks & Recreation Division  
**LOCATIONS:** Countywide  
**SALARY:** Range PT50 - \$15.97/hr. – 40 hrs./wk. – No County benefits  
**TERM:** May, 2021 – October, 2021

**ESSENTIAL JOB DUTIES:** Inspects various park areas; performs general maintenance work such as mowing lawns, raking leaves, repairing plumbing, roofs, drains, floors, cleaning restrooms, and painting; may perform minor construction work such as mixing and pouring cement, installing windows and doors; operates various equipment such as trucks, chainsaw, lawn mower, and hand tools; maintains all park maintenance equipment.

**EMPLOYMENT STANDARDS**

**Experience/Education:** High school graduate or equivalent with six months of related prior outdoor maintenance and public contact experience. Lawn irrigation repair experience is desirable.

**Knowledge of:** Maintenance and basic lawn maintenance work; operation of tools and equipment necessary for maintenance and lawn maintenance work.

**Ability to:** Perform general maintenance and operate equipment used for general maintenance work; understand and carry out oral and written instructions; communicate effectively and deal tactfully with the general public and others contacted in the course of work; work outdoors for extended periods under varying weather conditions, including extreme temperatures, sun, wind, and insects; handle, feel, and operate objects, tools, or controls; drive a motor vehicle; reach with hands and arms; stand, walk, and talk or hear; sit, climb and descend stairs and balance; stoop, kneel, crouch, and crawl; lift and carry up to 75 pounds.

**Special requirements:** This position will be required to work on holidays, weekends, and evenings as needed. You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

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

**APPLICATION:** Applications **must be received** in the Inyo County Personnel Office, P.O. Box 249, Independence, CA 93526 (physical address is 224 North Edwards Street, Independence), **no later than 5:00 p.m. on March 15, 2021 (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.

**THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTY-WIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE**

**REASONABLE ACCOMMODATION FOR INDIVIDUALS 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) 878-0295 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County hires 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 Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). **All positions are Countywide positions.** 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.