

## COMPENSATION

The hourly rate of pay is \$28.64 to \$35.40. Placement within the range will be based upon the selected candidate's experience.

In addition to the salary, the City offers an excellent benefits package that includes:

- The City offers Kaiser plans with the City currently providing \$1,235 per month toward the premium for health insurance coverage. (If employee has existing coverage, the City will provide cash in lieu up to \$400). Dental and Vision coverage for employee and family is paid for by the City.
- The City participates in the CalPERS Retirement System and two different deferred compensation plans available (457 and 401a)
- Vacation – Accrual of 80 hours per year initially and incrementally increasing up to 160 hours per year at 15 years of service
- Holidays – 12 scheduled and 2 floating
- Sick Leave— 12 days accrued each year
- Life insurance in the amount of \$50,000
- Long Term Disability – City paid plans
- Flexible Spending Account – Tax deferred options for dependent care, health care, and premiums

## APPLICATION PROCESS

The **required** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting our website at [www.ci.oakley.ca.us](http://www.ci.oakley.ca.us).

**Applications are due on**

***April 6, 2017 before 5:00 p.m.***

Faxes and postmarks will NOT be accepted.

## WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County. The City of Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Cultivating a strong sense of community and civic pride are the cornerstones to the City's success. Building on its rich heritage, City leaders understand the importance of balancing growth and preserving a high quality of life for its citizens. The City's motto, "A Place for Families in the Heart of the Delta" is evidenced everywhere you go – the City boasts highly ranked schools, safe neighborhoods, and has been named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.

## SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE minimum qualifications will be notified to participate in the interview process. All applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Department and request an accommodation at least 3 business days prior to the interview.



*- Now Hiring -*

## **PARKS AND LANDSCAPE MAINTENANCE CREW LEADER**

\$28.64 to \$35.40 per hour

Depending upon qualifications

*This is a full-time, benefited position.*

*Final Filing Date:*

***April 6, 2017 before 5:00 p.m.***

**OAKLEY**  
—  —  
**CALIFORNIA**

**Human Resources Department**

3231 Main Street

Oakley, CA 94561

[www.ci.oakley.ca.us](http://www.ci.oakley.ca.us)

## THE DEPARTMENT AND POSITION

The City of Oakley is hiring a full-time Parks and Landscape Maintenance Crew Leader. Due to the recent growth in activity for the Department, the City will be seeking a dynamic individual that works well in a fast-paced environment and has supervisory experience. Under the supervision of a the Parks and Landscape Maintenance Superintendent, the Crew Leader will perform semi-skilled and skilled maintenance functions while leading staff in the field.

## EDUCATION AND TRAINING

A combination of education and experience that would provide the required knowledge and abilities is qualifying. Applicants with current or past experience in supervisory position and landscaping are highly desired and may have an advantage in the selection process.

Completion of the twelfth grade, at minimum. At least two (2) years of fulltime progressively responsible experience performing lead maintenance work or an equivalent position with supervisory and decision making responsibilities.

**License or Certificate:** Possession of a valid driver's license. A California Qualified Applicator Certificate (QAC) is required and other job-related certification and or licensing are desirable.



## REPRESENTATIVE DUTIES

- Lead, plan, train, and review the work of staff responsible for the care and maintenance of City parks, other landscaped areas, and recreation facilities.
- Supervise the use, care, and operation of park and landscape equipment, including trucks, power tools, and equipment.
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
- Assist in inspecting and monitoring the landscape maintenance and construction work being performed through contractors.
- Oversee and participate in the installation, repair, and maintenance of irrigation systems for landscaped areas.
- Maintain City property including performing grounds maintenance, chemical application duties, graffiti removal, and pest control.
- Inspect assigned areas; respond to emergencies and public calls as necessary; correct or report safety hazards.
- Maintain and update Arbor Pro asset management software and Oasis or WeatherTrak irrigation software.
- Respond to public inquiries and requests in a courteous manner.
- Perform special projects or related duties as assigned.

## KNOWLEDGE, SKILLS, & ABILITIES

### Knowledge of:

- Techniques, materials, tools and equipment used in the maintenance and repair of landscape, parks, or buildings.
- Operation and maintenance of hand and power tools and light equipment common to the construction field.
- Advances knowledge regarding horticulture materials, practice, and terminology.
- Safe work methods and safety regulations pertaining to the work.
- Principles of lead supervision and training.
- Advanced principles and practices used in the installation, maintenance and repair of irrigation systems.
- Principles and practices of record keeping.



### Ability to:

- Correctly interpret and apply Division policies, procedures, and practices with minimal supervision.
- Operate and maintain a variety of hand and power tools and equipment used in the work.
- Understand and follow oral and written instructions and exercise independent judgment and initiative.
- Learn to read and interpret maps, manuals and specifications.
- Apply safe work practices.
- Establish and maintain effective working relationship with those contacted in the course of work while simultaneously provide proper supervision, guidance, and training to staff.
- Operate a personal computer utilizing standard software such as Microsoft Office and some specialized software and standard equipment related to work requirements.

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*The City of Oakley is committed to the  
3P's of Public Service:*

*Polite  
Professional  
Progressive*