

COMPENSATION

The hourly rate of pay is \$16.98 to \$21.12. Placement within the range will be based upon the selected candidate's experience in the tasks to be performed and salary history.

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, this amount is paid as compensation). 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.

Applications are due on

June 24, 2016 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 LABORER I/ CODE ENFORCEMENT TECHNICIAN

\$16.98 to \$21.12 per hour

Depending upon qualifications

This is a full-time, benefited position.

Final Filing Date:

June 24, 2016 before @ 5:00 pm



Human Resources Department

3231 Main Street

Oakley, CA 94561

www.ci.oakley.ca.us

THE DEPARTMENT AND POSITION

The City of Oakley is hiring a full-time employee to perform a variety of functions in the Public Works and Code Enforcement Divisions. Under general supervision, will perform a variety of manual and semi-skilled tasks in the repair, maintenance and cleaning of City parks and facilities. In addition this position will include **weekend assignments** that support the Code Enforcement division in addressing concerns related to codes and ordinances.



EDUCATION AND TRAINING

A combination of education and experience that would provide the required knowledge and abilities is qualifying.

Completion of the twelfth grade, at minimum. Some college is highly desirable for this position.

PARKS LABORER I

Two (2) years of experience in landscape maintenance work required; five (5) years of experience is preferred.

CODE ENFORCEMENT TECHNICIAN

Two (2) years of fulltime progressively responsible experience performing varied and complex inspection is desired.

License or Certificate: Possession of a valid "Class C" driver's license and an excellent driving record, is required.

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

*Polite
Professional
Progressive*

REPRESENTATIVE DUTIES

PARKS LABORER I

(30—35 HOURS PER WEEK)

- Maintain parks and landscaping spaces; mow, trim, pull weeds, prune shrubs, edge sidewalks, and related work
- Operate grounds equipment and tools in a variety of landscaping tasks to maintain facilities in presentable condition
- Maintain and repair grounds equipment
- Perform maintenance and cleaning of water fountains, benches, walls, and other park and building structures
- Perform other duties as needed

CODE ENFORCEMENT TECHNICIAN

(5-10 HOURS PER WEEK—MOSTLY WEEKENDS)

- Provide administrative and technical assistance regarding the administrative procedures pertaining to enforcement of zoning, nuisance, vehicle, and other codes and ordinances
- Initiate and monitor code enforcement cases and schedule officers for inspections/investigations
- Conduct field investigations to uncover possible violations of Municipal Code, including collecting evidence
- Identify, photograph, and remove graffiti either by power washing, painting, or cleaning
- Perform other duties as needed

KNOWLEDGE, SKILLS, & ABILITIES

PARKS LABORER I

Knowledge of:

- Safe and efficient work practices, purpose, and maintenance of hand tools and grounds equipment operation
- Techniques and best practices used in landscape maintenance
- Principles of effective communication

Ability to:

- Work outdoors in various types of weather
- Maintain an appropriate public service demeanor and positive customer service interactions
- Prioritize, complete assignments in a timely manner, be thorough; and pay attention to details



CODE ENFORCEMENT TECHNICIAN

Knowledge of:

- Professional customer service methods and practices
- Modern office methods, procedures, computer equipment and database software
- Arithmetic, filing, record-keeping procedures, and telephone techniques
- Proper and correct English grammar, spelling, vocabulary, and punctuation; conversational Spanish is a plus

Ability to:

- Establish and maintain cooperative and collaborative working relationships
- Reference and accurately interpret Oakley Municipal Code
- Respond to inquiries, complaints, and requests for service in a fair and tactful, disarming manner, and command respect
- Work weekends
- Effectively communicate verbally and in writing