



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Maintenance Leadperson (Urban Forest and Parks)

\$4,880 - \$5,932 monthly

Open Recruitment (2 positions)

The Opportunity & Ideal Candidate:

The City of San Gabriel’s Public Works Department is seeking two self-motivated individuals to fill two positions for Parks Maintenance Lead and Urban Forest Maintenance Lead. The successful candidates will be leaders with the ability to work effectively with a diverse community. The Maintenance Leads participate in and assign to others a variety of projects to meet department goals, ensure positive working relationships with others, and must be able to hold themselves and others accountable for their work, so strong leadership skills are required. If you are someone with these qualities who enjoys working in a team environment, then we would like to hear from you!

Due to small staff size, it may be necessary to assist other divisions within the Public Works Department. Availability for emergency callback and weekend standby are required.

Position Summary:

Under general supervision of the Parks Manager, the Parks Leadperson and Urban Forest Leadperson oversee and assist an assigned crew with a variety of work in the maintenance, improvement, and operation of the City’s parks; utilizes effective organizing and planning skills; optimizes resources to ensure crew productivity; enforces proper care and use of tools and equipment; assists in maintaining records of time, equipment, and materials used; assists with training and evaluation of staff; and performs other related duties as assigned.

Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a high school diploma or GED equivalent and at least four recent years of increasingly responsible experience in landscape and /or tree maintenance. Knowledge of general landscaping and maintenance to lead, direct and assist workers in proper use of equipment and safe work practices; routine maintenance and masonry work; proper use of hand and power tools; construction techniques, materials and tools of the trade; basic knowledge of horticulture; basic pool operations, and preventative maintenance; and basic computer skills.

Ability to obtain and maintain accreditation or certification in a minimum of two certifications such as Aquatic Facility Operations (AFO), Certified Pool Operator (CPO), Playground Safety Inspection, Landscape pest control Qualified Applicator Certificate (QAC), and or an ISA Certified Arborist or Qualified Tree Worker. Possession or the ability to obtain, within six (6) months of appointment a valid Class “B” California Driver’s License and maintain a satisfactory driving record throughout employment with the City.

Benefits:

The City of San Gabriel offers the following benefits package:

- Participation in the CalPERS Retirement System: 2% @ 60 for “classic” CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs, through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Choice of enrollment in Deferred Compensation (457) Programs.
- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- A \$200 work shoe/boot safety allowance.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year
- 104 hours of holidays per year

Annual Cash Out Programs:

- Sick Leave Buy Back allows the cash-out of up to 50% of unused sick leave accrued in the preceding 12-month period between November and October.
- Vacation Buy Back allows cash-out of one week up to 40 hours of unused vacation per year.
- Holiday Buy Back program: allows a maximum of up to 8 hours of unused holiday hours per year.

Application Procedure:

Candidates must complete a City of San Gabriel application. A résumé and cover letter are strongly recommended. To apply, please visit jobs.sangabrielcity.com. **All application materials must be submitted online by 5:00 p.m. on Thursday, March 28, 2019.** *Faxed, emailed, or hard copies of application materials are not accepted.*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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