



## EMPLOYMENT OPPORTUNITY

### GROUNDS SERVICES AIDE

**Salary:** \$11.50 Hourly  
**Job Type:** Seasonal (F-M)  
**Department:** Public Works (Grounds)  
**Benefits:** No Benefits

#### The Position

Positions in this series perform a variety of entry level and unskilled tasks in the maintenance of lawns, grounds and cultivated areas; responsible for cleaning, opening and closing of facilities in the Parks system.

#### Job Functions

- Opens and closes Town Facilities; monitors facilities for safety and compliance; performs set-ups for private and public functions.
- Uses light vehicles, equipment, and power and hand tools to perform minor landscaping of turf, shrubs and planter areas.
- Assists the preparation of cultivated areas.
- Performs cleaning and light maintenance on equipment.
- Cleans walks, parking lots, and other areas of litter and weeds.
- Provides janitorial services to and minor repairs of Town facilities.
- Digs trenches and performs routine maintenance on irrigation systems.
- Operates Town vehicles in a safe and efficient manner.
- Establishes and maintains cooperative working relationships with the public, co-workers and outside agencies.
- Checks parks and facilities for graffiti and vandalism and makes applicable reports and repairs.
- Provides event support including assisting with traffic control, cleaning and set-up.
- Performs other duties as assigned.

#### Qualifications

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and six (6) months of related work experience. Ability to Perform basic grounds maintenance duties related to Town Facilities; Maintains accurate logs, records, written reports; Operate small to medium equipment, Town vehicles, hand and power tools.

**LICENSE(S) required:** Valid California class C driver's license with satisfactory driving record.

#### Selection Process

A completed Town employment application is required. **Recruitment will close on January 28, 2016 at 5:30 pm.** The successful candidate must pass a physical exam, Department of Justice fingerprinting and background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, Human Resources Department, 760-240-7000 x7601, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley, CA 92307 or sent via email to [humanresources@applevalley.org](mailto:humanresources@applevalley.org).

The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or disability in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted. The Town of Apple Valley participates in the E-Verify program.