



## EMPLOYMENT OPPORTUNITY

### **GROUNDS SERVICES AIDE**

Salary: \$12.07 Hourly  
Job Type: Seasonal  
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 by the close of recruitment on Monday, September 9, 2019 at 5:30 pm. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307. The Town of Apple Valley participates in the E-Verify program.

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.