

ADA

In accordance with the Americans with Disabilities act (ADA), if special accommodations are necessary at any stage in the testing process, please provide the Personnel Department with advance notice and your request will be considered.

The information contained herein is subject to change and does not constitute either an expressed or an implied contract.

THE CITY

Corning is a rural community with a population of 7663 plus. It is situated in the Sacramento Valley in Tehama County, 112 miles north of Sacramento on Interstate 5, and 25 miles northwest of Chico. The area offers excellent opportunities for those interested in hiking, hunting, fishing, and all types of recreation. The community has excellent Schools, a Library and various Churches. Advanced educational opportunities are available via Shasta and Butte Community Colleges, and California State University, Chico. The City of Corning is an excellent environment for the growth and development of individuals and families.

**THE CITY OF CORNING IS AN
AFFIRMATIVE ACTION - EQUAL
OPPORTUNITY EMPLOYER**

THE CITY OF CORNING

INVITES APPLICATIONS FOR THE
POSITION OF

PART-TIME PUBLIC WORKS LANDSCAPE AND MAINTENANCE WORKER



Recruitment Closing Date:

**Extended Until
Filled**

THE POSITION

Under general supervision, performs unskilled and semi-skilled landscape and maintenance, repair and construction work on streets, sewers, parks, and other public works facilities; performs a variety of semi-skilled and heavy physical labor. This is a part-time entry level position for the Public Works Department. Successful applicant will be provided training in the more difficult and specialized maintenance and construction assignments; learn basic equipment operation skills; and perform other job-related work as required and assigned.

EXAMPLE OF DUTIES

- Landscape and maintenance at various City properties including, but not limited to mowing, pruning, lawn fertilization and sprinkler maintenance.
- May assist with the installation, maintenance and repair of storm drains and streets.
- Assist with pavement striping and the installation and repair of street signs.
- Perform weed abatement work; concrete finishing work; maintain and repair buildings, facilities, playgrounds, and benches in recreation areas.
- Perform a variety of semi-skilled and heavy physical labor.
- May be assigned to assist with equipment repair, equipment maintenance, or respond to emergency repair calls.
- Installs barricades and warning signs and provides traffic control to ensure safety at work sites; places hazardous conditions signs along roadways as necessary.

QUALIFICATIONS & DESIRED QUALIFICATIONS

Applicant Must:

- Possess a High School Diploma or G.E.D.
- Be at least 18 years of age at the time of application deadline.
- Be a US citizen or a permanent resident alien who is eligible and applied for US citizenship.
- Possess a Valid California Drivers License and have a satisfactory driving record.
- Be "Drug Free."

Knowledge of:

- Basic knowledge of tools and equipment.
- Public Works landscape and maintenance work.
- Safe work practices.

Ability to:

- Perform heavy physical labor requiring strength, dexterity, and agility.
- Use tools and equipment.
- Learn the operation of a variety of motorized equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Any combination of training and experience that would provide the required knowledge and abilities is qualifying.

Work experience in custodial, groundskeeping or heavy physical labor work is highly desirable.

COMPETITIVE SELECTION PROCESS, APPLICATION REVIEW BOARD

All applicants must submit a complete City of Corning application with clear, concise and complete information regarding their qualifications for the position. You may attach a resume. Candidates whose qualifications best meet the City's requirements will be invited to participate in the next phase.

Oral Interview

This interview will evaluate your training, experience and personal qualifications.

Medical Examination

Selected applicant must successfully pass a medical exam, drug screening and Live Scan prior to employment.

BENEFITS

Salary: \$19.01 - \$23.34 per hour

Hours: Maximum of 20 hours per week

Benefits: 24 hours of Sick Leave per year.

TO APPLY:

Applications may be obtained in person from the Personnel Department of the City of Corning, 794 Third St, Corning, CA 96021, or by sending a self-addressed stamped envelope to the above address. You may also obtain an application on our website at www.corning.org. **Faxed or emailed applications are not accepted.** Any questions, call Lisa M. Linnet at (530) 824-7033.



City of Corning EMPLOYMENT APPLICATION

Return completed application to:

City of Corning Personnel Department
794 Third Street • Corning, CA 96021
(530)824-7033 • www.corning.org

Date _____

Position Applied For: _____ Rate of pay expected _____

Name _____ Email address _____
 Address _____ City _____ State _____ ZIP _____
 Mailing Address (If different from above) _____
 Home Phone (_____) _____ - _____ Message Phone (_____) _____ - _____
 Are you a U.S. Citizen? Yes No If not, are you a legal resident? Yes No
 Driver's License # _____ Class _____ State Issued _____ Expiration Date _____
 Were you previously employed by the City of Corning? Yes No If yes, when? _____
 Under what names? _____
 List any relatives working for the city:

| NAME | ADDRESS | PHONE # | RELATIONSHIP |
|------|---------|---------|--------------|
| | | | |
| NAME | ADDRESS | PHONE # | RELATIONSHIP |
| | | | |

Do you type? Yes No _____ WPM Do you take shorthand? Yes No _____ WPM

Do you possess any licenses, permits, certificates or any experiences, skills or qualifications which would be applicable for work with the City? Please list any foreign language(s) in which you are fluent.

Describe _____

| | Name & Address of School | Course of Study | No. of Sem Units | Did You Graduate? | Diploma or Degree | Grade Point Average |
|---------------------------------------|--------------------------|-----------------|------------------|-------------------|-------------------|---------------------|
| High School | | | | | | |
| | | | | | | |
| College | | | | | | |
| | | | | | | |
| Other (Specify Business, Trade, etc.) | | | | | | |
| | | | | | | |
| | | | | | | |



In order for your application to be considered, the following section **MUST** be completed.

A resume may be attached but will not be acceptable in lieu of this section.

List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent job.

| | | | |
|-----------------------|--------------------|-----------------|-------------|
| Dates Month - Year | COMPANY | POSITION HELD | |
| | ADDRESS | YOUR SUPERVISOR | |
| Start | BUSINESS | YOUR DEPARTMENT | PHONE # |
| End | REASON FOR LEAVING | | YOUR DUTIES |
| Total Time | | | |
| Dates Month - Year | COMPANY | POSITION HELD | |
| | ADDRESS | YOUR SUPERVISOR | |
| Start | BUSINESS | YOUR DEPARTMENT | PHONE # |
| End | REASON FOR LEAVING | | YOUR DUTIES |
| Total Time | | | |
| Dates Month - Year | COMPANY | POSITION HELD | |
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| Start | BUSINESS | YOUR DEPARTMENT | PHONE # |
| End | REASON FOR LEAVING | | YOUR DUTIES |
| Total Time | | | |

May we contact the employers listed?

Yes No If not, which one(s) may we contact?

Have you every been discharged or forced to resign?

Yes No If yes, describe:

I HEREBY CERTIFY THAT MY ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSION OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED AND THAT FAILURE TO COMPLETELY ANSWER ANY QUESTION MAY RESULT IN MY NOT BEING CONSIDERED FOR EMPLOYMENT. **THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

Signature of Applicant _____ Date _____