



An Equal Opportunity Employer

IRRIGATION SPECIALIST

***WRITTEN EXAMINATION at 5:30 p.m. on Wednesday, July 13, 2022**

SALARY: \$4,070 - \$4,947/Mo.

(PERS Retirement Plan – Formula determined by PERS depending on candidate’s new or prior PERS enrollment)

Under general supervision, the Irrigation Specialist installs, repairs, and maintains water irrigation systems for parks, trees, sports fields, medians and other City owned landscaped areas; adjusts watering schedules in accordance with water need, facility use, mowing, and precipitation/penetration rates; and performs related work as required. Management, or other supervisory personnel, provide general direction to the Irrigation Specialist. Responsibilities may include direct and indirect technical and functional supervision of lower-level maintenance field personnel.

ESSENTIAL JOB DUTIES

Installs, repairs and maintains irrigation systems for parks, trees, sports fields, medians and other landscaped areas; coordinates water cycles with water need, mowing schedules, facility use, weather and soil conditions; knows how to properly work with reclaimed water systems; takes water probes and soil samples to determine precipitation and penetration rates; observes root profiles, soil stratification and thatch accumulation for evidence of changes and penetration effectiveness; establishes and adjusts sprinkler run lengths and head types for different locations; checks valve stations and adjusts automatic controllers/time clocks as needed; cleans, adjusts and replaces sprinkler solenoids, diaphragms, springs and bleeder valves; repairs broken lines, nipples, valves and heads; raises and clears lines and heads; replaces existing water lines or adds pipe extensions; inspects, certifies and repairs backflow devices as needed; tests for water pressure and distribution; lifts and/or moves heavy objects; performs manual watering as needed; performs a wide variety of skilled and semi-skilled maintenance duties related to park facilities; operates light to moderate construction equipment; maintains equipment, materials and supply inventories; assists park maintenance crews with daily operations; completes work records and maintains inspection checklists and location guidelines; operates a personal computer; drives a vehicle on City business; may direct individuals or crews as assigned; may be required to perform the duties of a Leadworker, Maintenance as outlined in its job classification description; and shall perform other duties as directed.

QUALIFICATIONS

Knowledge of: Landscape maintenance practices to include computerized irrigation systems; principles and operations of backflow devices; principles and practices of turf and plant management; safety precautions and necessary practices when working with hand, power and specialized equipment; materials, tools and methods used in the installation and repair of irrigation systems; and computer and software applications.

Ability to: Plan and coordinate irrigation cycles in accordance with maintenance schedules, facility use, weather and soil conditions; conduct water precipitation and penetration tests and interpret results; install, maintain and repair irrigation systems, controllers, and flow sensors; operate job related equipment to include power threaders, pipe cutters, line location equipment, compression couplers and meter testing equipment; lift and move heavy objects safely; understand and carry out both written and verbal directions independently; communicate effectively orally and in writing; plan and organize work; use good judgment and make sound decisions in accordance with established procedures and policies; read and write at the level required for successful job performance; use a computer and applicable software; and establish and maintain effective relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Graduation from High School or G.E.D. required and college-level course work or training in irrigation control, horticulture, landscape management, backflow prevention, or park maintenance related courses is highly desirable; and at least three years of increasingly responsible experience performing landscape duties including but not limited to computerized irrigation system experience is required.

LICENSES

- Possession of a valid Class C California driver license and proof of insurability required; and
- Possession of a valid Class B California driver’s license highly desirable, but must obtain a Class B California driver’s permit within six months of hire, and obtain a Class B license within the one-year probationary period; and
- Possession of a State of California Department of Food and Agriculture Qualified Applicator Certificate in Root Control, Landscape Maintenance and Right of Ways highly desirable but the successful applicant must obtain this Certificate within the one-year probationary period; and
- Possession of a Backflow Prevention Certificate highly desirable but the successful applicant must obtain this Certificate within the one-year probationary period.

SELECTION PROCESS

1. Completion of Montclair’s application form, **and a detailed resume** are required.
2. **All** applicants applying before the filing deadline of **6:00 p.m. on Wednesday, July 6, 2022**, are to report for the **WRITTEN EXAMINATION at 5:30 p.m. on Wednesday, July 13, 2022**, in the Montclair Senior Center, 5111 Benito Street, Montclair.
3. Candidates passing the written examination with the highest scores will be invited to participate in a structured oral interview(s).
4. Successful candidates’ names will be placed on an eligibility list from which selections will be made. The City Manager will make final appointment, upon recommendation of the Director of Public Works/City Engineer.
5. The top candidate(s) must pass a background investigation and a preemployment physical including a drug screening, prior to hiring.

APPLICATION PROCEDURE AND FILING DEADLINE

City application forms are available at the reception desk, City Hall, 5111 Benito Street, Montclair, California, and on-line at www.cityofmontclair.org. Completed and signed applications with required resume must be submitted to City Hall, Personnel Division either in person, by U.S. mail, fax (909) 621-1584, or via email to jobs@cityofmontclair.org by the **FILING DEADLINE of 6:00 p.m. on Wednesday, July 6, 2022**.

Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.

NO FURTHER NOTIFICATION OF TESTING WILL BE GIVEN.

THE CITY

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

PERSONNEL PROCEDURES

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

EMPLOYMENT RULES

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense. A one year probationary period is required before gaining regular status, with the exception of employees represented by the Montclair Police Officers Association (MPOA) who are subject to an eighteen-month probationary period.

EMPLOYEE BENEFITS

Fulltime employees are currently covered by the Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-related fields, an educational subsidy is available upon completion of one-year probation.

Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

SALARY PRACTICES

Classifications are assigned to a pay range comprised of five individual steps, with an approximate five-percent differential between each step. A step increase is possible after six-months, or one year for Police Officers and Firefighters, depending on performance. Yearly increases, based on merit, are possible until the maximum is reached. Position classifications and salaries are evaluated periodically; and cost of living increases are negotiated by bargaining units. Salaries are based on 26 pay periods per year.

NONDISCRIMINATION POLICY

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.

