



**COUNTY OF HUMBOLDT**  
invites applications for the position of:

## **Park Caretaker I - Public Works**

**SALARY:** \$13.95 - \$17.90 Hourly  
\$2,418.51 - \$3,103.49 Monthly  
\$29,022.12 - \$37,241.88 Annually

**OPENING DATE:** 01/04/18

**CLOSING DATE:** 02/09/18 11:59 PM

### **DEFINITION:**

Under general supervision, performs routine and skilled work in the care and maintenance of parks and facilities, including swimming, camping, and playground areas; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Park Caretaker I is the entry level class in this series. Initially under close supervision, incumbents learn and perform a variety of duties in the care and maintenance of park grounds, facilities and restrooms. This class is alternately staffed with Park Caretaker II, and incumbents may advance to the higher level after gaining one year experience and demonstrating proficiency which meet the qualifications for the higher level class.

### **EXAMPLES OF DUTIES:**

- Maintains park grounds; prunes trees and shrubs, mows and waters lawns; clears storm damage; removes fallen trees; fills holes.
- Performs a wide variety of semi-skilled painting, plumbing, carpentry, electrical and cement work in building, repaving and maintaining park facilities and equipment.
- Patrols park and recreational areas to monitor security; locks buildings and gates.
- Provides information to park users regarding facilities, rules, natural features and local attractions.
- Inspects assigned areas; corrects or reports safety hazards; cleans and maintains grounds, playing fields, paved areas, paths, walkways and stairways; cleans, maintains and re-stocks restrooms and other park buildings; picks up trash and litter.
- Collects fees and regulates the use of parks and their facilities; advises park users of park regulations and calls for law enforcement assistance when required.
- Operates and maintains a variety of hand and power tools and equipment, including mowers, weed eaters, chainsaws, rakes, shovels, brooms and other hand and shop tools used in the building trades; operates trucks, trailers and tractors with attachments.
- Maintains an inventory of tools and supplies.
- Observes safe work methods and uses safety equipment; secures worksites from hazards as necessary; attends safety meetings.
- Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.
- Prepares basic records and reports of work accomplished, vandalism, maintenance requests, incident reports, etc.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Methods and techniques of planting, cultivating, and maintaining a variety of plants, shrubs and trees.
- Soil preparation and enrichment.

- Basic methods and equipment used in weed, pest and insect control and treating plant diseases.
- Installation, maintenance and repair of irrigation and water systems.
- Use and minor maintenance of commonly used hand and power landscaping tools and equipment.
- Basic painting, plumbing, carpentry, electrical and cement work methods, tools and techniques.
- Safe work methods and safety regulations pertaining to the work.

**Skill in:**

- Using landscaping and building trades tools and equipment.
- Using independent judgment and initiative in daily work activities.
- Preparing brief, accurate oral and written reports of work performed.
- Establishing and maintaining an effective working relationship with those encountered in the course of the work.

**Other Requirements:**

Must possess a valid California driver's license. Must possess sufficient strength and stamina to lift and carry equipment weighing up to 50 pounds. Must be willing to work out of doors in all weather conditions.

**NOTE:** Specified positions require residence in the park to which assigned, and/or may require weekend, holiday or other off-shift work.

**Desirable Education and Experience:**

A typical way to obtain the knowledge and skills outlined above is:

**Park Caretaker I:** Six months natural resources park maintenance training or experience.

**ADDITIONAL INFORMATION:****CalPERS Retirement**

- Tier I: Prior to 7/5/2012: 2.7 @ 55
- Tier II: Post 7/6/2012: 2.0 @ 55
- Tier III: Post 1/1/2013: 2.0 @ 62

**Selection Procedure**

The County's Human Resources system operates by a set of rules and procedures which ensure that employees are hired and promoted on the basis of merit and fitness for the job. Jobs are filled through competitive examinations.

A complete online application is required for this position. All application materials will be reviewed by a panel of subject matter experts. **Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to a written and/or oral examination, or an evaluation of education and experience.**

**Policy of Nondiscrimination**

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, treatment or employment in, its programs or activities. Human Resources is wheelchair-accessible by entering the Courthouse from the ramp located on the east side of the building next to the marked handicapped parking. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact Human Resources at (707) 476-2349 well in advance of the examination for assistance.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as soon as possible.

**How to Apply**

A complete, original application must be filed for each position you are interested in applying for. Applications may only be submitted online through the County's automated application system at <http://www.humboldt.gov/org/hr> no later than the final filing date listed on the job flyer. All applications are screened by subject matter experts. The most qualified candidates may then be

invited for further testing.

It is important that your application show all the relevant experience and education you possess.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process. Your performance in this examination will be compared with the performance of others who take the test. All candidates who pass will be ranked according to their scores. The examination results will be emailed to you as quickly as possible. Scores will be provided in writing only.

To fill a vacancy, Human Resources furnishes the employing department with the names of those persons having the six highest scores on the appropriate employment list. Employment lists will remain valid for one year unless extended or shortened by the Board of Supervisors.

**MEDICAL EXAMINATION:** A pre-employment medical examination provided by the County will be required upon offer of employment.

**OTHER EXAMINATIONS:** Some positions also require psychological evaluation and/or extensive background investigation.

**LICENSES:** Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

**PROBATIONARY PERIOD:** Persons appointed to regular County positions serve a probationary period. This is normally six months, but may be up to one year. All designated safety employees serve a one year probationary period.

**EMPLOYMENT ELIGIBILITY:** It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

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All County of Humboldt employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

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**EEOC:**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.humboldt.gov/hr>

825 5th Street, Room 100  
Eureka, CA 95501  
707-476-2349

[personnel@co.humboldt.ca.us](mailto:personnel@co.humboldt.ca.us)

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Position #17-419  
PARK CARETAKER I - PUBLIC WORKS  
BP

**Park Caretaker I - Public Works Supplemental Questionnaire**

- \* 1. Are you willing and available to work flexible hours including split shifts, weekends, and holidays?  
 Yes    No
  
- \* 2. Describe any experience you have working with members of the public that required you to enforce rules and regulations, collect fees and/or provide information. Indicate any experience in difficult situations such as working with groups who were disorderly or disruptive.
  
- \* 3. Describe your experience performing natural resource park maintenance.
  
- \* 4. Describe your work experience maintaining and/or repairing buildings and facilities. Include any carpentry or plumbing experience you may have.
  
- \* Required Question