



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

GROUNDSKEEPER

FULL TIME AND PART TIME

Must submit a DMV print out when applying.

DEADLINE TO APPLY: Open until filled

RECRUITMENT PROCESS: Upon the application deadline, a written examination will be scheduled. Interviews will be conducted following the written examination.

HOW TO APPLY: If interested, please submit one of the following to the Personnel Office at the District's Riverlakes Administrative Complex, 3825 Riverlakes Drive, Bakersfield, Ca. 93312, in person, by postal mail, fax to (661) 589-9004, or email to egrijalva@norrecreation.org.

- A District Employment Application (resume's accepted with a completed District Application), complete the Addendum to the Application, AND a DMV print out must be submitted with application.
- Current employees submit an Employee Job Interest form, complete the Addendum to the Application, AND a DMV print out must be submitted with application, if not currently on the District's eligibility list.

BEGINNING SALARY RANGE: \$15.62 - \$17.22 + benefits

POSITIONS: Openings for both full time and part time. Also establishing an eligibility list for one year for future openings..

HOURS: Full time, 40 hrs/wk and part time: up to 35 hrs/wk. Weekdays and weekend assignments. Occasional evenings and holidays.

BASIC FUNCTION: Provides routine and manual grounds maintenance functions and activities pertaining to park maintenance operations and practices.

QUALIFICATIONS: Equivalent to one-year related experience in landscaping or grounds maintenance. Must possess a valid California Class C driver's license and driving record should be within District safety standards. Knowledge of common garden and hand tools and equipment; operation and maintenance of powered gardening equipment; walk-behind power equipment and small riding lawn mowers; basic plant materials; basic turf, irrigation, and construction practices; and cleaning and maintaining parks, facilities, structures and pool areas. Ability to work outdoors in all weather conditions; safely and effectively operate landscape maintenance equipment; make minor field repairs and adjustments to tools and equipment; perform heavy work and a variety of routine grounds and building maintenance; willingness to perform required manual tasks; recognize unsafe equipment and conditions; prepare basic records and reports; understand, read and follow written and oral instructions; communicate effectively and interact courteously with other staff and the public; work alone on assigned routine tasks; work nights, weekends and holidays as required. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting
- Must submit to a post offer medical exam, functional capacity exam and drug screen
- A valid California Class C driver's license throughout employment and driving record must comply with District safety standards.
- Must submit verification of your identity and citizenship or legal right to work in the United States.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work activities are performed in an outdoor work environment, in all weather conditions, a standard shop, driving from site to site, operate various vehicles and related equipment and tools. Work near moving mechanical parts and frequent exposure to fumes airborne particles, equipment vibrations and loud noises. Work in confined areas and various heights. Work activities includes lifting, carrying, and moving heavy objects up to 50 lbs; walking, sitting, stooping, kneeling, climbing; operating a truck, tractor, cart, and related groundskeeping equipment; reading, writing, and effectively communicating with others. Work nights, weekends, holidays and multiple shifts when needed. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

- Performs manual work in the maintenance and routine care of all turf, trees, athletic fields, irrigation, hard surfaces, streetscapes and medians, playgrounds, shelters, restrooms, buildings, pools, and other related areas in a safe and efficient manner; cleans and clears trash and debris and potential dangerous conditions; lifts and dumps garbage cans; sweeps and mops building floors, shelters and restrooms; cleans and repairs BBQ's; participates in planting, trimming, pruning, weeding, edging, fertilizing, and mowing turf, trees, shrubs and hedges, flower beds, and streetscapes and medians; participates in cutting down limbs and trees and removes trimmings and cuttings.
- Participates in installation, repairing, maintaining, and operating irrigation systems; automatic sprinkler controllers, and sprinkler heads.
- Participates in preparing athletic fields for recreation programs.
- Participates in the inspection of parks and facilities for safety, appearance and vandalism; evaluates and reports on the conditions.
- Safely operates basic hand and power tools, various vehicles and basic ground maintenance equipment to include mowers, trucks, trailers, utility vehicles, sweepers, aerators, spreaders, and sprayers.
- Performs preventative and routine maintenance on equipment including minor adjustments and repairs, sharpening and cleaning.
- Assists with the installation and repair of parks equipment and with basic construction work.
- Participates in eliminating graffiti and makes minor repairs to vandalized facilities; paints playground equipment, facilities, fences, picnic tables, benches and other related structures.
- Responds to questions and complaints and explains and interprets general park information to the public.
- Assists with the set up and take down for special events.
- Maintains the required safety training designated for this position.
- Performs special projects and other work as assigned.

DISTRICT EXPECTATIONS OF THIS POSITION / QUALITY ASSURANCE:

- Consistently reports to work on time prepared to perform job duties
- Prioritizes and performs duties as workload necessitates
- Communicates regularly with supervisor about program issues
- Provides outstanding customer service
- Maintains respectful attitude
- Interacts with customers and co-workers in a positive and courteous manner
- Responsible for the efficient and effective delivery of services

ADDENDUM TO APPLICATION FOR PARK DIVISION

Name: _____

Date: _____

Position Applying For: _____

SECTION 1

1. Please rate your general level of ability in the following areas by using the chart below that best describes your capabilities.

0 = No knowledge and/or experience
1 = Some knowledge and/or experience
2 = Good knowledge and/or experience
3 = Highly skilled

Horticulture

- ___ Fertilization
- ___ Irrigation
- ___ Pruning
- ___ Turf Care
- ___ Weed Control
- ___ Soil Preparation
- ___ Plant Names
- ___ Shrub and Tree Care

Custodial

- ___ Cleaning Procedures
- ___ Building Maintenance
- ___ Buffer (floor)
- ___ Cleaning Materials & Supplies

Welding

- ___ Arc
- ___ Acetylene
- ___ Soldering & Brazing
- ___ Torch Cutting

Construction

- ___ Rough Carpentry
- ___ Finish Carpentry
- ___ Painting
- ___ Plastering
- ___ Brick – Block Laying
- ___ Cement Finishing
- ___ Plumbing
- ___ Pipe Fitting
- ___ Electrical

Engineering

- ___ Read “Blueprints”
- ___ Erosion Control
- ___ Grading
- ___ Drainage
- ___ Sports Fields Layout

Equipment Operation

- ___ Trucks
- ___ Backhoe
- ___ Tractor
- ___ Mower
- ___ Chain Saw
- ___ Power Sprayer
- ___ Paint Sprayer
- ___ Aerial Lifts
- ___ Skid Steer

General Safety Procedures

- ___ Equipment Maintenance
- ___ Auto Mechanics
- ___ Public Relations
- ___ First Aid
- ___ Swim Pool Maintenance

Other

- ___ Work alone
- ___ Work in a group/crew
- ___ Lead others

2. List any special licenses, certification and training courses:



PERSONNEL OFFICE
3825 Riverlakes Drive, Bakersfield, California 93312
Office (661) 392-2000 www.norfun.org

POSITION APPLYING FOR:

APPLICATION INSTRUCTIONS

1. Your further consideration for the position will depend upon the accurate information you provide on this application regarding your ability to meet or exceed the minimum requirements of the position. **This application must be filled out completely.** Incomplete or illegible applications will be rejected. Applications must be received in the Personnel Office no later than the date and time noted in the job announcement.
2. Notify the Personnel Office immediately if you have a change of address, phone, or employer.
3. You must submit any documents required with your application, (i.e.; typing certificate, DMV printout). Any material submitted during the application process becomes the property of NOR unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
4. **RESUMES may be added, but may not be substituted for completion of this application.**
5. Please complete the Applicant Data Record. Avoid any other reference to religion, race, nationality or any other legally protected status.
6. A separate application is required for each position.
- 7.

01/2018

PERSONAL INFORMATION

NAME: _____	APPLICATION DATE: _____
ADDRESS: _____	
<small>Number Street</small>	<small>City</small>
<small>State</small>	<small>Zip Code</small>
HOME PHONE: _____	BUSINESS/MESSAGE PHONE: _____
CELL PHONE: _____	E-MAIL: _____

The best number to reach you would be (check any that apply): Home___ Cell___ Business___ E-mail___

Are you currently employed?	Y <input type="checkbox"/> N <input type="checkbox"/>	May we contact your current employer?	Y <input type="checkbox"/> N <input type="checkbox"/>
HOW DID YOU HEAR ABOUT THIS JOB OPENING?			
<input type="checkbox"/> Friend/Relative: _____	<input type="checkbox"/> District Website	<input type="checkbox"/> Walk-in	
<input type="checkbox"/> Other internet site	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other (please specify): _____	
What date are you available to work: _____ Are you available to work Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> If unavailable for full time, please explain:			
What days and hours are you available to work?			
Have you ever applied to, work, or volunteered with NOR?			Y <input type="checkbox"/> N <input type="checkbox"/>
<small>(check all that apply) Applied <input type="checkbox"/> Worked <input type="checkbox"/> Volunteered <input type="checkbox"/></small>			
<i>If yes; state dates, positions and reason for leaving.</i>			
List any different name(s) used:			
Do you have any friends or relatives working for NOR?			Y <input type="checkbox"/> N <input type="checkbox"/>
<i>If yes, state name(s) and relationship:</i>			
If hired, would you have a reliable means of transportation to and from work?			Y <input type="checkbox"/> N <input type="checkbox"/>
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <i>If no, describe the functions that cannot be performed.</i>			Y <input type="checkbox"/> N <input type="checkbox"/>
<small>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)</small>			
Are you at least 18 years old? (if under 18, if hired, you will be required to provide a work permit)			N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>
Are you legally eligible to be employed in the United States? (proof of identity and eligibility will be required upon employment)			Y <input type="checkbox"/> N <input type="checkbox"/>

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin, color, religion, mental or physical disability, veteran status, medical condition, sexual orientation or any other legally protected status.

EMPLOYMENT HISTORY (A Resume will not be a substitute for completing the information required in this section)

List all present and past employment for the **last 7 years starting with your most recent employer**. Include military service, volunteer activities, student period, or other special activities and also include any periods of unemployment. Incomplete information may exclude you from further consideration.

How many years experience have you had that would qualify you for this position, PAID: _____ UNPAID: _____

If any employment was under a different name, indicate name: _____

1. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

2. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

3. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

4. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job? If yes, explain: _____ **Y** **N**

For additional experience, use an additional sheet of paper with the above information or complete the Additional Work Experience form

EDUCATION, TRAINING, AND EXPERIENCE

High School-highest grade completed: _____ Graduated: Y N GED: Y N Name & location: _____

COLLEGES, UNIVERSITIES, BUSINESS OR TRADE SCHOOLS **LIST ALL APPLICABLE TO THIS POSITION.**

Name, Address, City, State, Zip	Course Of Study	# of yrs completed	Degree Or Diploma OR # of units completed

ADDITIONAL INFORMATION

Other training, skills or experience **RELATED** to the position applied for: (computers, office machines, typing speed, foreign languages, special courses, machinery, etc...)

Professional License, Certificates, or Memberships **RELATED** to position: (Title/Registration #/Expiration Date)

Have any of the licenses or certificates listed above ever been revoked or suspended?

Y N

If yes, state reason(s), date of revocation or suspension and date of reinstatement:

State any additional information you feel may be helpful:

REFERENCES *List three persons not related to you who have knowledge of your work performance.*

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

PERSONNEL USE ONLY:

APPLICANT'S STATEMENT

Please read carefully and sign below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

I understand, also, that I am required to abide by all rules and regulations of the District throughout my employment. In addition, I understand that a job offer would be contingent upon the following: I must submit proof of U.S. citizenship or legal right to remain and work in the United States and a criminal records check will be required through fingerprinting. I may be required to pass a physical examination and / or alcohol and drug screen.

APPLICANT SIGNATURE: _____ **DATE:** _____

North of the River Recreation and Park District may conduct reference and employment verifications prior to an offer of employment. Please sign the Disclosure Authorization and Release form below. It will be used when former employers request employee authorization prior to releasing employment information.



North of the River
recreation and park district

3825 Riverlakes Drive, Bakersfield, CA 93312 (661)392-2000 www.norfun.org

DISCLOSURE AUTHORIZATION AND RELEASE

RE: REFERENCE CHECK FOR EMPLOYMENT

TO WHOM IT MAY CONCERN:

I have applied for employment with North of the River Recreation and Park District. I hereby consent to the release of any and all information regarding my employment, job performance and any other pertinent information that you may have to any authorized employee, representative, or agent of North of the River Recreation and Park District. This information may be provided either verbally or in writing. This includes, but is not limited to, employment and education records and transcripts which you may possess, whether or not such records or information are confidential, privileged and/or of a derogatory nature.

In addition to authorizing the release of any information regarding my employment, I hereby direct you to release the requested information, records and/or transcripts upon request of the bearer. I understand that the information and records provided are for the official use of the District. I specifically and permanently waive any rights I may have to review or inspect any records, transcripts or information received during the course of the District's investigation.

I hereby release, hold harmless and indemnify you, as the custodian of any such records, my present and former employer(s), the District, and any educational institution which I may have attended, including all officers, agents, employees, representatives, or other personnel of any of those entities both individually and collectively, from any and all liability, damage, suits, actions or claims of whatever kind, that may directly or indirectly result from compliance with this authorization or any attempt to comply with it, by any person or party, whether such information is favorable or unfavorable to me.

A photocopy of this release form shall be as valid as the original. I acknowledge that I am entitled to a copy of this authorization and release of liability.

SIGNATURE:

DATE:



APPLICANT DATA RECORD

DATE: _____ POSITION APPLIED FOR: _____

AGE: _____ Male Female

To further its commitment to Equal Employment Opportunity, the District requests that applicants voluntarily provide the following information. This data will be kept in a confidential file separate from the Application for Employment solely for research purposes only to help us comply with government record keeping, reporting and other legal requirements. All information will be used in accordance with the state and federal regulations. Your cooperation in providing this information is essential to the success of the research and evaluation program.

RECRUITMENT RESEARCH: We would appreciate information on how you heard about this job opportunity in order to help us determine what the most effective recruitment source is. Please check one or more.

- | | |
|--------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> School |
| <input type="checkbox"/> NOR Website (norfun.org) | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Other internet site (specify) | |
| <input type="checkbox"/> Newspaper (specify) | |
| <input type="checkbox"/> Friend/relative (name) | |
| <input type="checkbox"/> Employment Agency | |

EDUCATION: (Please check the highest level achieved):

- | | |
|--------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Not a HS Graduate | <input type="checkbox"/> College Degree: _____ |
| <input type="checkbox"/> HS Diploma/GED | _____ |
| <input type="checkbox"/> Some College | |

ETHNIC ORIGIN: (Please check one)

- | | |
|---------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> White / Caucasian | <input type="checkbox"/> American Indian / Alaskan Native |
| <input type="checkbox"/> Black / African/American | <input type="checkbox"/> Asian / Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Filipino | |

APPLICANT NAME: _____
APPLICATION DATE: _____

ADDITIONAL WORK EXPERIENCE

5. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

6. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

7. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

8. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

Explain any gaps in work history:

Additional Information: