



INVITES APPLICATIONS FOR
Seasonal Maintenance Worker

(Part-Time/Weekends; No Benefits)

CURRENT HOURLY: \$14.50 - \$17.00

Appointment may be made at other than bottom step
depending on qualifications and experience.

Work hours: 7:00 am to 3:00 pm Friday, Saturday, and Sunday.

APPLICATION DEADLINE: OPEN UNTIL FILLED

THE COMMUNITY

The City of Clayton (population approx. 11,653), tucked at the base of scenic Mt. Diablo in desirable Contra Costa County, offers a charming and safe small town atmosphere wherein residents take great pride and actively participate in their community. Clayton ranked in the top 100 places to Live in the Nation by *Money Magazine* (2007, 2009, and 2011).

THE DEPARTMENT

The City of Clayton is hiring one part-time, weekend employee to perform a variety of highly-proficient functions in the Maintenance Department. The Maintenance Department consists of one Maintenance Supervisor, one Senior Maintenance Worker, two Maintenance Worker II, and two Maintenance Worker I positions.

THE POSITION

The City of Clayton is looking for a responsible, courteous individual who enjoys working in a hands-on environment, can work independently of supervision and has experience dealing tactfully and effectively with members of the public. The successful applicant will work in a temporary capacity with a schedule consisting of weekend hours limited to 1,000 hours per year.

The part-time/weekend Seasonal Maintenance Worker performs general duties related to the care and cleaning of Clayton Community Park and The Grove Park which include, but are not limited to cleaning, sweeping, supplies, trash pickup and proper disposal, landscape maintenance, trimming, mowing, planting, heavy lifting, fixture maintenance, physical manual labor, park and equipment inspection reporting any issues in a timely manner to the Maintenance Supervisor.

QUALIFICATIONS

- Possess a high school diploma or equivalent.
- Provide proof of U.S. citizenship or authorization to work in the United States.
- Possess a valid Class C California Driver License.
- Be self-motivated and able to work independently.
- Able to deal effectively with both fellow employees and members of the public.

WORKING CONDITIONS

The position requires sufficient personal mobility and physical reflexes to enable the employees to safely lift, move, climb, walk safely on even grounds, or maneuver in whatever way may be necessary to successfully perform the duties of their position; ability to travel to different sites and locations.

SELECTION PROCESS

A City application is required and may be obtained from the Clayton City Hall at 6000 Heritage Trail, Clayton, CA 94517, from 9:00 a.m. to 5:00 p.m. Monday through Friday, by calling (925) 673-7304, or on the City's website at www.ci.clayton.ca.us. **Applications will be accepted until filled.** Initial screening of applications is based on quality of experience, education and training.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Qualified applicants are considered without regard to race, color, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age (over 40), disability, medical condition, genetic information, marital status, military or veteran status, or any other legally protected status. Candidates selected will be invited to participate in an individual interview. The successful finalist must pass a Livescan/DOJ fingerprint check, a pre-employment physical examination, and a comprehensive background investigation. Upon appointment, each new employee must serve a probationary period during which the employee must demonstrate sufficient capacity and ability to perform the work assigned to this position.