City of Montebello

E M P L O Y M E N T O P P O R T U N I T Y

1600 West Beverly Boulevard
Montebello, California 90640
Job Line (323) 887-1380

COMMUNITY SERVICE AIDE

(PART TIME/AT WILL POSITION)

HOURLY SALARY RANGE $8.80 – $9.85

Parks & Recreation divisions to be filled at this time include:

Senior Citizen Center ***Parks/ Athletic Field Maintenance*** ***Aquatics Maintenance***

FILING DEADLINE: **THURSDAY, JULY 18, 2013 BY 5:30 P.M.**

A completed City application must be submitted to the City of Montebello Human Resources Department, 1600 W. Beverly Boulevard, Montebello, CA 90640. Faxes are not accepted. Please indicate on your application which division of Parks & Recreation you are most interested in being placed.

P O S I T I O N

Under close supervision, to perform specific recreational support functions from general clerical to leading group activities for children and adults; and to perform other job related work as required.

Participates in the administration of a variety of recreation and community services programs; performs group activities leadership in outdoor and indoor adult and children activities; assist in the organization, instruction and playing of sports activities from ping pong to softball and basketball; assist in conducting special events, meets, tournaments and holiday activities; perform a variety of office support duties including collection and maintenance of fees and corresponding reports, maintenance of supplies and materials; may perform special research projects and preparation of corresponding reports; may operate automated office equipment including ten key calculators, typewriters and computer terminals; provide assistance and information to the general public; assist in publication of recreational activities; receive and ensure the safety of the personal effects of the public using the City pool; perform a variety of general maintenance and custodial duties of recreational facilities; perform basic facility repair and maintenance duties; maintains safe work practices; may be required to work weekends, evenings and/or holidays.

THE DEPARTMENT IS CURRENTLY SEEKING TO FILL POSITIONS IN THE FOLLOWING AREAS:

AQUATICS – CASHIERING AND POOL MAINTENANCE

Weekday and weekend staffing will assist with various operational and clerical duties, including year-round aquatics and pool maintenance, assisting the Pool Manager with light maintenance, facility cleaning, and both male and female locker room monitoring.

SENIOR CITIZEN CENTER

Weekday and weekend staffing will assist with various operational and clerical duties, including answering phones and addressing the general public on senior-related affairs, club activities and scheduled programs and resources; opening and closing facilities during Senior activities, special events, dances and workshops; light maintenance including sweeping and mopping after functions; bathrooms; setting up and tearing down tables and chairs; and, shutting off lights and securing surrounding entrance/exit doors.

PARKS/ATHLETIC FIELD MAINTENANCE

Weekend maintenance is needed at a total of 6 park sites; opening restrooms, emptying and removing trash from trash receptacles and transporting to City Yard for disposal; watering and dragging athletic ball fields; and pick-up for special (city-wide) events.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license may be required for some positions.
Basic first aid and CPR certification may be required within three months of appointment.

EMPLOYMENT STANDARDS

Work Background: Some experience involving public contact participation in community service programs or related activities is desirable. This may include the handling of cash.

KNOWLEDGE & ABILITIES

- Methods and techniques for the provision of specific recreation activities such as games, arts, crafts, music, drama, and other organized leisure activities.
- Basic office support activities and equipment.
- Basic repair and maintenance methods, tools and practices.
- Safe work practices.
- Assist in the conduct of recreational activities.
- Learn assigned duties.
- Learn and enforce community services program rules, procedures and policies.
- Prepare and maintain accurate records and reports.
- Operate a cash register and calculate appropriate change.
- Perform physical labor.
- Operate appropriate office or other machinery used on the job.
- Follow directions and use good judgment in performing assigned work activities.
- Operate a variety of vehicles and facility maintenance equipment.
- Maintain good public relations with people contacted during work assignment.
- Read and write at the level required for successful job performance.

THE EXAMINATION

Following the review of each application, the best-qualified candidates will be invited to appear for an examination(s). Selected candidate(s) must successfully complete a background investigation and physical examination, which includes drug testing. At the time of appointment, employee must have required proof of authorization to work in the United States.

M/F/D The City of Montebello is an equal opportunity employer and does not discriminate on the basis of disability . Individuals with disabilities that require accommodation in the application or testing process, may be required to provide the Employee Relations Department, **no later than the filing date,** with documentation regarding the need for accommodation.

EMPLOYMENT WITH THE CITY OF MONTEBELLO OFFERS:
SECURITY OPPORTUNITY FOR PROMOTION A GOOD PLACE TO WORK

CITY OF MONTEBELLO
Department of Human Resources
1600 W. BEVERLY BLVD.
MONTEBELLO, CA 90640
(323) 887-1380 Job Line