



City of Bellflower Employment Opportunity

Temporary Maintenance Assistant

Part-time, up to 29 hours per week

\$10.00 /Hr.

Continuous Recruitment

- POSITION:** The City of Bellflower is seeking Temporary Maintenance Assistants in the Public Works department to perform a variety of basic maintenance tasks including streets, parks, landscape, and facility maintenance. May not work over 700 hours in 12 months.
- ASSIGNMENTS:**
- Ball field maintenance
 - Weed abatement and trash removal
 - Bike trail and dog park maintenance
 - Public right-of-way maintenance
 - Basic custodial tasks
 - Basic turf maintenance
 - Graffiti removal
 - Performs other duties as assigned
- KNOWLEDGE OF:**
- Basic principles of tools and materials related to maintenance work
 - Basic principles of landscaping
 - Basic mathematics
 - English usage, vocabulary, and grammar
 - Techniques for providing a high level of customer service by effectively dealing with the public and City staff
- EDUCATION AND EXPERIENCE:** High School Diploma or equivalent is required. Basic landscape and facility maintenance experience is desirable.
- PHYSICAL DEMANDS:** Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and construction and landscaping equipment; vision to read printed materials; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds with the use of proper equipment.
- WORK HOURS:** Part-time, up to 29 hours per week. This position requires the availability to work a flexible schedule that may require irregular hours, various shifts, weekends and holiday work assignments. May not work over 700 hours in a 12 month period.
- APPLICATION PROCEDURES:** A City of Bellflower application must be completed. Obtain application from City of Bellflower, 16600 Civic Center Drive, Bellflower, California 90706-5494, 8:00 a.m. to 5:30 p.m., Monday through Thursday and alternating Friday's, 8:00 a.m. to 4:30 p.m., by telephone at (562) 804-1424, extension 2299, or at www.bellflower.org. Applications will be closely reviewed for relevant experience, education and training. The recruitment process includes an oral interview, fingerprinting, physical and drug screen.
- FINAL FILING:** **Continuous Recruitment – Applications are held until an opening occurs.**

THE CITY

The City of Bellflower is a centrally located community of approximately 78,000 citizens. Nearby are numerous freeways (Long Beach, Santa Ana, Artesia, San Gabriel, Century and San Diego) and; as a result, cultural, educational, and sports centers can be quickly and easily reached.

Bellflower is a general law City governed by a five-member City Council, which sets policy. An appointed City Manager directs the execution of City Council policies.

SALARY AND BENEFITS

Part-time positions with the City of Bellflower are not eligible for any City provided benefits other than those required by law.

EQUAL OPPORTUNITY EMPLOYER