

CITY OF BURBANK

Employment Opportunity

IRRIGATION SPECIALIST

Departmental Promotional
Interdepartmental Promotional
Open Competitive

LAST DATE TO APPLY ONLINE AT WWW.BURBANKCA.GOV/JOBS: FRIDAY, APRIL 21, 2017 BY 5:00 P.M. PST

SALARY: \$3,721 - \$5,129/Mo (\$21.47 - \$29.59/Hr) – (PERS determines whether an employee is a Classic or New PERS member; if there is apportionment of the Employee Contribution paid by the City; it will be reported as Special Compensation for retirement purposes only.)

DEFINITION OF THE POSITION:

Under general supervision to maintain, inspect, and repair irrigation systems at City parks, parkways, open space, and other public areas; performs a variety of skilled work utilizing equipment and power tools; performs related work as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

Operates, inspects, installs, repairs, troubleshoots, and makes modifications and/or additions to all components of automated and other types of irrigation systems, including automatic controllers, valves, irrigation lines up to and including large (2-6") piping, lateral lines, sprinklers, pumping systems, and backflow devices at landscaped sites; inspects and repairs pumping systems; confers with contractors; assists in reviewing landscape and irrigation plans; checks daily schedule and service requests for work to be completed; inspects equipment and reports safety hazards and maintenance problems; excavates and repairs broken or damaged irrigation main lines; performs rough carpentry and cement work; constructs forms and pours concrete for pump enclosures and irrigation controller pads; cuts, removes, and replaces concrete sections in conjunction with making necessary repairs to irrigation infrastructure; traces, locates, excavates, and repairs low voltage direct burial wiring; utilizes leak, line, and wire locators and hand tools; may be required to perform additional functions including, but not limited to, basic tree maintenance and removal; may supervise and train employees and others in irrigation system repairs and landscape maintenance of parks and other municipal properties; operates various City vehicles including, but not limited to truck with trailer, trencher, backhoe, loader, mowers, renovators, sprayers, cultivators, hedge trimmer, water truck, and others; operates a variety of power and pneumatic hand tools and equipment such as generators, concrete saws, mixers, coring tools, jackhammers, pressure washers, air compressors, and compaction tools; assists in reporting graffiti and vandalism; ensures safety of property and persons by placing or directing to be placed warning devices and other safety apparatus at job sites; applies pesticides on lawns, shrubs, and trees; may perform semi-skilled work and assist in skilled work including minor electrical work, cement and cement block work; drives on City business.

MINIMUM QUALIFICATIONS FOR THE POSITION:

EDUCATION/TRAINING: Graduation from high school or equivalent and two years of recent paid full-time experience in irrigation installation, maintenance, and/or water systems maintenance and repair, of which including one year managing irrigation systems and repairs for a municipality or landscape company.

LICENSE & CERTIFICATES: A valid California Class "C" driver's license or equivalent at time of appointment. A valid California Class "A" driver's license or equivalent and an Irrigation Technician Certificate issued by the Irrigation Association must be obtained within one year of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

EMPLOYMENT STANDARDS: Knowledge of basic mathematics; installation and repair of irrigation systems; plumbing and irrigation concepts and techniques; machinery, equipment, and tools necessary to perform work; principles of hydraulics; electrical and electronics testing and detection procedures; basic horticulture knowledge for watering needs of plant material, soil, and moisture conditions; water conservation methods; irrigation controller programming procedures; traffic safety laws and regulations and proper vehicle operations; safety and basic repair procedures of irrigation systems; principles landscape maintenance; central computerized irrigation control system operation and management; building cleaning and maintenance; applicable safety rules, practices, and procedures; a wide variety of tools and other power equipment used in maintenance of grounds and parks; maintenance of athletic fields and common plants found in public areas throughout the City; centralized irrigation control systems; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951). Skill in using standard and specialized landscape maintenance equipment; working with various segments of the population in a variety of situations; discerning potentially dangerous situations; mechanical aptitude; irrigation system maintenance and management; irrigation system design, installation, and repair; training others in assigned duties; and fostering a teamwork environment. Ability to safely perform manual work of landscape maintenance, irrigation systems' installation and repair; read blueprints, diagrams, and schematics associated with general construction projects and irrigation systems; program irrigation controllers; repair, troubleshoot, and install irrigation systems; operate hand and power tools including a jackhammer and other heavy tools; oversee the work of contractors and maintenance personnel working with irrigation systems; follow safety practices and recognizes hazards; walk, stand, and kneel for prolonged periods of time; provide effective customer service; follow and give written and oral directions; learn, comprehend, and apply department policies and regulations; communicate effectively, both orally and in writing; maintain records and prepare written reports; work holidays, weekends, after hours, and outdoors in a variety of weather conditions while exposed to the elements; establish and maintain effective working relationships with supervisors, fellow employees and the public.

SPECIAL CONDITIONS & REQUIREMENTS: Employees in this classification, who are required by applicable laws and regulations to have respiratory protection, shall comply with the American National Standards Institute's requirements on Practices for Respiratory Protection; possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to lift, pull, lower, and carry considerable amounts of weight (for weight in excess of 50 pounds, tools or other appropriate assistance are recommended to perform the function); climb ladders; bend in all directions, stoop, kneel, reach, twist; squeeze with arms and hands; stand for extended periods of time.

THE COMPETITION FOR THE POSITION:

Applications will be reviewed. Admission to competitive examination may be limited to those whose applications show the best combination of qualifications in relation to the requirements and duties of the position. Any part of the examination process may be qualifying only.

IF YOU HAVE A DISABILITY AND NEED AN ACCOMMODATION WITH SUBMITTING YOUR EMPLOYMENT APPLICATION ONLINE PLEASE CONTACT HUMAN RESOURCES AT (818) 238-5021.

THE SELECTION PROCEDURE MAY REQUIRE ANY COMBINATION OF THE FOLLOWING: A WRITTEN EXAMINATION, A PERFORMANCE EVALUATION, OR AN ORAL INTERVIEW. IF YOU HAVE A DISABILITY WHICH MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, PLEASE NOTIFY THE HUMAN RESOURCES DIVISION IN WRITING BY THE LAST DATE TO APPLY ON THIS BULLETIN.

JOB CODE: 170415B1

ISSUED: March 27, 2017

City of Burbank Human Resources ♦ 301 E. Olive Avenue, Suite 101, Burbank ♦ (818) 238-5021
EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT INFORMATION

APPLICATION PROCESS: You can submit an application at www.burbankca.gov/jobs. Applications must be filled out completely and clearly show that the minimum qualifications are met. A resume is not accepted in lieu of an application. Separate applications must be submitted for each job classification.

Applicants should promptly notify Management Services of any change of address and/or phone number. If you have any questions regarding the application process or require assistance, contact Management Service Department (818) 238-5021.

EXAMINATIONS: Those applicants who appear to be among the best qualified will be selected for the examination. Examination scores determine standing on Eligibility Lists.

TYPING CERTIFICATE REQUIREMENTS (IF NEEDED): The Management Services Department requires that a certified typing certificate be submitted along with a City Employment Application for all positions that specify a typing test requirement prior to the final filing date listed on the job announcement. The certificate must be issued by an accredited school or agency and dated **no later than one year prior to the final filing date listed on the job announcement. Self-administered typing tests over the Internet will not be accepted. It is the responsibility of the applicant to ensure that certificates issued by any agency meet the requirements stated below.** You may obtain a valid typing certificate at the City of Burbank WorkForce Connection (phone: 818-238- 5021 or address: 301 E. Olive Ave. Ste 101, Burbank CA 91502).

The certificate must contain the following:

- o Agency's official emblem or business card
- o Name of applicant
- o Number of net words per minute (gross words per minute accepted only if it shows total number of errors)
- o Date of certificate (dated no later than one year prior to the final filing date listed on the job announcement)
- o Signature of person certifying the certificate
- o Address and telephone number of agency

RECRUITMENT EXAMINATION APPEALS: The City of Burbank's Civil Service Rule XII, Section 3, sets forth the reasons that an applicant may appeal the results of a recruitment examination. Applicants may appeal a written examination only on the basis of a clerical or machine error, ambiguity, and/or a factual error. Applicants may appeal other parts of the recruitment examination only on the basis of mechanical errors in rating or scoring, fraud, prejudice, and/or unfair or unreasonable conduct of the examination. Appeals must be submitted in writing to the Management Services Director within five (5) working days after the notification (postmark date on the envelope for notification delivered by the United States Postal Service or date on the e-mail notification) and it must state the specific reason(s) for and the evidence supporting the appeal request. Any appeal that does not meet the requirements as described above will be denied. The appellant will be notified

in writing of the decision regarding the appeal. For any additional questions regarding the appeals process, please contact Human Resources at (818) 238-5026.

SELECTION: An Eligibility List is established for each job classification and is normally valid for one year unless sooner exhausted or canceled. A vacancy is filled from among any one or more of the following procedures: **the top three available candidates on the appropriate list or the top three whole scores on the appropriate list.** Names non-selected after three certifications are removed from the Eligibility List. The City of Burbank reserves the right to discontinue a recruitment for any reason prior to the establishment of an Eligibility List. Established Eligibility Lists may or may not be used to fill vacancies at the discretion of the hiring department.

Contact Human Resources for any questions regarding certification.

APPOINTMENT: All employment offers are conditional based upon the successful completion of a medical examination (which will include a drug screening), police record check, reference and background checks. All new employees are required to take a loyalty oath.

CITIZENSHIP: United States citizenship is not required for most positions, however, non-citizen applicants must present proof of permission to work prior to employment. Application for citizenship at least one year to final date is required for sworn police/fire positions.

PROBATIONARY PERIOD: Employees serve a probationary period ranging from six (6) months to one (1) year. If performance is not satisfactory, an employee may be rejected without cause or recourse during the probationary period.

EXEMPT POSITIONS: Employees hired into Exempt positions do not have any property or vested right to their position and may be terminated at any time without cause or recourse.

VETERANS' PREFERENCE: Veterans' preference is given for service during certain periods of war or national emergency (dates are on file in Human Resources) on open examinations only. Qualified veterans, widows of veterans, and spouses of disabled veterans who pass the examination(s) are eligible. To claim preference, applicants must submit a copy of the DD214 or other acceptable proof of service **with their application.**

EMERGENCY SERVICE: All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

EQUAL OPPORTUNITY: For the purpose of clarification, discriminatory harassment shall be generally defined as derogatory comments regarding age, sex (including pregnancy, childbirth, or related medical conditions), race, color, religion, national origin, ancestry, citizenship status, uniformed service member status, marital status, sexual orientation, gender identification, genetic characteristics, medical condition, FMLA/CFRA eligibility, or any disability protected by state or federal law.

EMPLOYEE BENEFITS

FLEX BENEFIT PLAN: The City provides a specific dollar amount to each employee, based on the employee's bargaining unit, to use toward the purchase of a health plan, dental plan, life insurance, deferred compensation, and other related benefits.

VACATION:

0 - 4	years service:	2 weeks per year
5 - 14	years service:	3 weeks per year
15+	years service:	4 weeks per year

SICK LEAVE: 8 hours of sick leave per month.

PERSONAL/ADMINISTRATIVE LEAVE: Number of days depends on unit and option selected.

HOLIDAYS: 9 - 13.5 paid holidays depending on bargaining unit.

RETIREMENT: Public Employees' Retirement System (PERS). Employees who meet the PERS criteria become members upon employment. Depending upon bargaining unit, the City may contribute to the fund on behalf of the employee. For new members into PERS, the retirement formula is calculated at 2% @ 62 years of age for miscellaneous employees, 2.7% @ 57 years of

age for safety employees (Police & Fire). Employees who are currently enrolled in PERS (prior to January 1, 2013) and current members of PERS who began employment with the City within six months of separating from another PERS agency or those individuals currently working in agencies with reciprocity, the retirement formula is calculated at 2.5% @ 55 years of age for miscellaneous employees, 3% @ 50 years of age for safety employees (Police), and 3% @ 55 years of age for safety employees (Fire). Employees in the PERS system are **not** covered by Social Security.

Contact Human Resources for any questions regarding retirement.

MEDICARE: All newly hired employees contribute a portion of gross salary for Medicare coverage as determined by Federal regulations.

TUITION REIMBURSEMENT: A tuition reimbursement plan is available to City employees.

CREDIT UNION: Offers systematic savings and loans at low interest.

(Actual benefits will depend on bargaining unit and may differ from information listed).

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.