



**JOB ANNOUNCEMENT**

Job Title: Adult Offender Work Program Crew Leader  
Employment Type: Part-time, FLSA Non Exempt  
Salary: Hourly Pay: \$12.00  
Open Date: March 28, 2017  
Deadline to Apply: April 11, 2017

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City of Mendota seeks two part-time positions for Adult Offender Work Program Crew Leader

**ESSENTIAL JOB FUNCTIONS:**

1. Supervise: This position is charged with supervision of crew performing community service. Some of the duties in this function include: Drive a city work van to transport individuals from the Public Works Yard to the job site and safely transport them back to the Public Works Yard; Supervise the crew in conducting operations for the City, including but not limited to, weed and rubbish removal, painting, and general labor; Prepare necessary equipment daily for the crew to operate in carrying out the day's tasks; complete accurately all necessary paperwork required by The City of Mendota as well as all other pertinent agencies and organizations; and Train all crew workers on how to properly conduct the work of the day, as well as to monitor their safety while doing it.
2. Fold into Public Works: This position, when community service crews are not available, is to fold into the line staff of the Public Works Department. In this capacity, the position is to operate with all of the duties of a Maintenance Worker Classification, and conduct the work of the City. This includes the ability to: Follow instructions as provided by the Public Works Director and Planning, Supervisors, and ultimately the City Manager. The position will operate as general and manual labor, in maintaining the City's Infrastructure.
3. All other duties as assigned: This position will include the undertaking of any work that is assigned to it, and will fold that assignment as if it is included in the Essential Job Functions.

**TRAINING AND EXPERIENCE:**

The ideal employee will have some supervisory experience, and will have a functional knowledge of Municipal infrastructure, and ability to conduct repairs and/or construction of said City infrastructure. Command of the English language is required, with bilingual Spanish being preferred.

**PHYSICAL REQUIREMENTS:**

This position is very physically active. The position requires manual manipulation of very small to very large objects, requires lifting heavy loads, will be working weekends, and may operate in climates that are harsh, both with extreme heat and cold.

**BENEFITS**

- 24 hours of Paid Sick Leave
- CalPERS: 2% at age 62 Supplemental Formula (Effective after 1000 working hours)
- Workers Compensation

## SELECTION PROCESS

The selection process will include any/all of the following steps:

March 28 – April 11 <sup>th</sup>	Applications Accepted
April 12 <sup>th</sup> - 13 <sup>th</sup>	Application Screening
April 20 <sup>th</sup>	Panel and Individual Interviews
April 21 <sup>st</sup>	For the final candidate- background investigation including reference checking, a criminal background and credit check, and etc.

## HOW TO APPLY

All interested candidates **MUST** submit a fully completed application or the application will be considered incomplete.

Application forms are available at City Hall and on the City's website at [www.ci.mendota.ca.us](http://www.ci.mendota.ca.us).

Email, mail or hand deliver completed applications to:

Jennifer Lekumberry  
City of Mendota  
643 Quince Street  
Mendota, CA 93640

[Jennifer@cityofmendota.com](mailto:Jennifer@cityofmendota.com)

For more information, please call Jennifer Lekumberry at (559) 655-3291. Applications will meet the final filing date if received in the Personnel Department by 5:00 p.m. on the final filing date.

The City of Mendota is an Equal Opportunity Employer. Women, minorities and people with disabilities are encouraged to apply. In compliance with the Americans with Disabilities Act, the City of Mendota will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.*