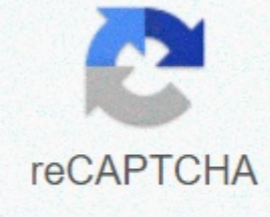




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City of santa monica job specifications

Swim Instructor/Pool Lifeguard (As-Needed) Print Apply Swim Instructor/Pool Lifeguard (As-Needed) Salary \$19.40 Hourly Location City of Santa Monica, Ca Job Type Part-Time Employment Temporary Service Community and Cultural Services Employment Number 202496-01 Closure 17/04/2020

17:00 Pacific Benefits Description Benefits Questions Summary of Work Ensure the safety of the public and other users at various aquatic facilities in the city. Performs emergency care as needed. Performs pool maintenance tasks. Assists the pool's chief lifeguard in pool operations as required. This position will teach a variety of aquatic classes, including, but not limited to, swimming, diving, water polo and other aquatic activities. This is a temporary position without benefits. Major tasks teach swimming lessons to children and adults. Gives specialized water courses. Helps coordinate various aquatic activities. Apply the rules and regulations of the pool. Keeps order in and around the pool. Recognizes and performs aquatic emergency rescues, administers artificial respiration, CPR and first aid as required. Keeps the pool, terraces and changing rooms safe, clean and tidy. Performs minor cleaning and maintenance of the facilities. Fill out various forms and documents relevant to the day-to-day operation of an aquatic facility. Completes the chemical controls of the pool water. Follows and enforces all applicable safety rules and regulations. Performs other tasks, such as assigned. Minimum Qualifications Knowledge of: Water Safety Practices. Efficient customer service techniques. Ability to teach appropriate swimming techniques and water safety to youth and adults. Responding to and managing emergency incidents appropriately. Run rescue techniques. Establish and maintain effective and cooperative working relationships with City employees and the public. Swim with skill and endurance. Provide effective customer service. Skills: Rescue, first aid and CPR techniques. Read, write and communicate in English at an appropriate level. Basic COMPUTER operations with applicable software. Education, training and experience: Currently enrolled in high school or equivalent. Licenses and certificates: Possession of a valid certificate recognized by the American Red Cross or the State in the following areas: CPR for the professional lifeguard (or American Heart Association health care provider), first responders training lifeguards for public safety personnel (title 22) required within 6 months of hiring. Water safety Obtain a valid work permit, if any. Diversity and Inclusion HOW TO PRESENT A DEMAND: Applicants must file a clear, concise and completed online application online and all additional applications required from the Human Resources Department prior to the filing deadline. NOTE: You must download copies of your certificates (RCR, Lifeguard Training and WSI) to your or e-mail copies to mia.engel@smsgov.net All documents must be received at the Human Resources Department by the end of operations on the closing date of the application. If you do not do so, your application may be disqualified. SELECTION PROCESS: All candidates will be reviewed to determine if they meet the minimum qualifications for the position. Applicants who meet the minimum qualifications will be referred to the Community and Cultural Services Service for further review as vacancies are available. Please note that a demonstration of the ability to physically perform the duties of the position will be required. BACKGROUND ENQUETE: Candidates who have successfully completed all previous phases of the selection process will be thoroughly investigated. The city of Santa Monica is a progressive, inclusive and culturally rich community. As leaders in the public service, we strive to be an employer of choice by attracting and retaining a highly talented workforce with prosperous people of diverse races, religions, cultures and lifestyles. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences have a positive impact. The City is an equal opportunity employer and strives to build balanced teams from all walks of life regardless of race, colour, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status or any other status protected by federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us! Special assistance is available to persons with disabilities in the application and review process, upon request. Dial (310) 458-8246, TDD (310) 458-8696 (hard of hearing only). Please note that the request for reasonable accommodation must be made to Human Resources at least three business days prior to the review. This position was posted on Friday, April 17, 2020 and expired on April 23, 2020. Santa Monica is a beachfront town of 8.3 square miles on the west side of Los Angeles County. Offering an environment of unparalleled natural beauty, the city is home to a mix of residential communities, shopping districts and recreational areas. Recently named by National Geographic as one of the 10 Best Beach Cities in the World and by TIME as one of the Best Places to Live, Santa Monica has three miles Pacific beaches and Santa Monica Wharf. Santa Monica's residential population is about 93,000, increasing to about 250,000 during the day with tourists, buyers and employees. Tourism attracts more than 8 million visitors a year. The city of Santa Monica was incorporated on November 30, 1886, and then city charter in 1945. In 1947, a form of municipal council-city council government was created. The city council consists of seven members elected by the community for a four-year term. The city of Santa Monica is a full-service city. Municipal services provide police, fire, regional transportation, water, garbage and recycling, streets, parking, planning, construction, engineering, free public wifi, high-speed fiber optic network, parks, affordable housing, economic development, library, rent control, recreational, cultural and educational services to the community. The City's Big Blue Bus Regional Bus Service provides more than 16.5 million trips to customers each year, all powered by renewable natural gas. Breeze Bike Share was the first bike sharing system in Southern California with 500 bikes at 85 locations. In 2016, the Metro Expo Line opened its doors from Santa Monica to downtown Los Angeles in less than an hour. The City of Santa Monica is a national leader in environmental, economic and social sustainability. The City is working to achieve ambitious climate action goals, including: water self-sufficiency by 2020, zero waste by 2030, and carbon neutrality by 2050. The highly rated Santa Monica-Malibu Unified School District serves both Santa Monica and Malibu residents. Santa Monica College (SMC), one of the state's top two-year community colleges, serves more than 30,000 full-time and part-time students on multiple campuses and offers more than 90 fields of study. The solid Santa Monica educational institutions are complemented by the 5-star Santa Monica Public Library System. Public safety is a top priority in the city of Santa Monica. The Santa Monica Fire Department continues to maintain a Class 1 ISO rating, the highest possible rating. Santa Monica has a strong and diversified economy. Known as Silicon Beach, local businesses are at the forefront of the country's creative economy and startup scene. Santa Monica is also home to three well-known and respected health facilities, Providence Saint John's Health Center, Santa Monica-UCLA Medical Center and Kaiser Permanente. Connect with the city of Santa Monica by visiting www.santamonica.gov, follow @santamonica on Twitter, or sign up for the city newsletter and emergency alerts at www.smgov.net/newsletter. Summary of Employment Only the first 40 eligible applications received will be accepted for further review. Performs technical engineering tasks in the areas of design and writing, surveying and field inspection. Principal Functions RESORS PROVIDES complex, routine technical assistance in project design, surveying, field inspection for various construction improvements. Prepares and updates topographical and site maps, cross-sections from survey notes, aerial surveys, maps and plans using computer-assisted design and writing (CADD) software. Responds to enquiries provides information and documentation to contractors, inspectors, title companies, consultants, developers, City staff and the general public about basic maps, parcel maps, encroachment permits, landmarks, geographic data, fire traffic, construction and improvements to utilities and streets. Help at a public counter by answering questions from contractors, landowners, the public and other municipal services. Checks plans for accuracy and compliance with City standards, codes and regulations. Reviews applications for permits and public works permit issues for the assigned area of responsibility. Processes payments for permits and issues refunds. Performs technical calculations, material take-offs and project cost estimates. Help surveyors or licensed engineers conduct field surveys. Conducts field surveys to collect and record data for engineering projects. Sets up and operates surveying instruments; helps to make calculations and verify plans and legal descriptions. Conducts field surveys to collect and record data for engineering projects. Maintains and updates departmental records, follow-up lists, engineering plans, and permit records and records. Performs other tasks such as assigned. Minimum Qualifications Knowledge of design, construction and surveying principles Terminology, principles and techniques for writing and computer-assisted design Principles of Basic Geographic Information Systems (GIS) Mathematics, including algebra, geometry and trigonometry Basic building materials and methods Basic plans and specifications State and local rules, codes Principles and Techniques of Customer Service Ability to: Read and interpret maps, technical drawings, construction/site/public service plans, survey notes and regulatory documents Design and prepare plans, maps and drawings using computer-aided design and writing (CADD) , AutoCAD, GIS and other support applications Learn and use online mapping systems and authorize software applications Review, process and licensing Recovering, compiling and disseminating technical data and statistical information Use appropriate mathematics to perform technical engineering work Interpret and enforce state and community laws , Rules and Regulations Perform work requiring accuracy and attention to detail Prepare clear and concise reports, memos and letters Use scanning, printing, tracing and reproduction equipment Perform field work and follow safety procedures Work independently with minimal supervision Communicating effectively, orally and in writing Responding to public requests and complaints in a tactful manner and maintaining Effective and cooperative working relationships with City employees and the general public Providing effective customer service Skills in: Using a personal and applicable computer Minimal Qualifications applications: Training: Diploma from an accredited college with an associate degree or the equivalent of a college-level course unit in construction technology, construction management, civil engineering, architecture, design and writing, or a closely related field. Additional eligible experience may replace year-to-year study requirements (e.g., successful completion of 30 semesters or 45 semesters is equivalent to one year of additional work experience). Experience: Two years of recent and paid experience in technical engineering. A bachelor's degree in construction technology, construction management, civil engineering, architecture, design and writing, or a closely related field can replace the two years of experience required. Permits and certificates: Possession of a Class C driver's licence or the ability to use another mode of transportation as required to perform essential job-related duties. It is desirable to pass the fundamentals of engineering (FE) exam administered by the National Council of Examiners for Engineering and Surveying or the possession of the engineer-in-training certification issued by the California State Board of Registration for Professional Engineers. How to apply: Applicants must submit a clear, concise and completed online application, as well as any additional application documents required by the Human Resources Department before the filing deadline. If you do not submit your application online before the filing deadline, you will not be considered for this position. Please note that applications may be rejected if they are incomplete. Resumes, CVs and cover letters are not reviewed as part of the application screening process. You must attach a copy of your transcripts or college diplomas to your online application if you want your studies to replace the required work experience. Applicants who report having received a college course or diploma from a foreign institution must provide an audit of the equivalency of U.S. credentials as well as a copy of your college diploma or transcripts. All documents must be received at the Human Resources Department by the filing deadline. If you do not do so, your application may be disqualified. Selection process: All candidates must submit clear, concise and complete information about your work history and qualifications for the position. All candidates will be examined and only the most qualified candidates based on their experience, training and as submitted, will be invited to participate more in the selection process. The tests may consist of any of the following: written test, performance test, qualification assessment, oral interview or any combination of these criteria. If three or more qualified municipal employees and pass the exam, a promotional list will be drawn up in addition to an open list. If fewer than three qualified City employees pass the exam, the nominating authority, in accordance with City Public Service rules and regulations, may refuse to use a promotional list, in which case a promotional list will not be established for the position. Background inquiry: Candidates who have successfully completed all previous phases of the selection process will be thoroughly investigated. Diversity and Inclusion The city of Santa Monica is a progressive, inclusive and culturally rich community. As leaders in the public service, we strive to be an employer of choice by attracting and retaining a highly talented workforce with prosperous people of diverse races, religions, cultures and lifestyles. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences have a positive impact. The City is an equal opportunity employer and strives to build balanced teams from all walks of life regardless of race, colour, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status or any other status protected by federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us! Special assistance is available to persons with disabilities in the application and review process, upon request. Dial (310) 458-8246, TDD (310) 458-8696 (hard of hearing only). Please note that the request for reasonable accommodation must be made to Human Resources at least three business days prior to the review. Closing Date/Time: 12/28/2020 5:30 p.m. Pacific Employment Summary Enforces Laws and Maintains Order; Protects life and property Prevents crime actively contributes to the well-being of the community. Major functions Patrol an assigned area in marked/unmarked vehicles, bicycles, motorcycles, horses, and all field/beach and foot vehicles for crime prevention and law enforcement and ordinances. Maintains public order, responds to enquiries and assists the public; responds to requests from police services and takes appropriate action. Investigate and prepare reports on offences, accidents and other police incidents. Makes arrests, issues citations, serves warrants and subpoenas. Leads traffic, inspects premises for more Security. Appears and testifies in court, both on and off duty. Carry prisoners. Observes and reports hazards, abandoned or damaged vehicles or property, as well as equipment malfunctions such as street lights and traffic control devices. Practical and maintains its competence in the use of firearms and other police weapons and equipment. Attends training as required by P.O.S.T. and the Chief of Police. Analyzes recurrent patrols and specialized problems and hazards in collaboration with supervisors, peers and service clients. Helps develop long-term resolutions of law enforcement issues and problems. Responds to multiple calls, major traffic accidents and other emergencies. Complete reports in a timely manner. Follows applicable safety rules and regulations. Performs related tasks, assigned. Minimum Qualifications Knowledge, Skills and Skills: Knowledge of: Law Enforcement Codes, Crime Prevention Methods, Rules of Evidence, Arrest Laws, Investigation and Identification Techniques, and Traffic and Crowd Control. Grammar and composition. Efficient customer service techniques. Ability to: Follow written and oral instructions. Make decisions under pressure, including life-threatening situations. Communicate effectively both orally and in writing. Respond tactfully to requests from the public. Provide effective customer service. Establish and maintain effective and cooperative working relationships with City employees and the general

public. Maintain a qualifying score at the shooting range as established by the Santa Monica Police Department. Skills in reading, writing and communication at an appropriate level. Assess situations and determine the correct course of action. Address a variety of cultural sensitivity issues. Education, training and experience: High school diploma or equivalent. Completion of a P.O.S.T.-approved police academy in California. One year of full-time paid experience as a sworn peace officer serving a local organized government agency. Applicants are currently to be employed as a sworn peace officer in the State of California. Permits and certificates: Possession of a valid Class C driver's licence. Must have a basic California basic p.o.s.t. certificate. Applicants must be U.S. citizens or foreign permanent residents who are eligible for U.S. citizenship and who have applied for U.S. citizenship. Must obtain citizenship within three (3) years from the date of application. NOTE: When renting, police officers must be non-consumers of tobacco products. Applicants for lateral transfer of police officers must be thoroughly investigated and must not have been convicted of a domestic violence offence or a crime. Diversity and Inclusion A City's online application and additional questions required must be completed by reviewed for this position. All candidates will be reviewed and only candidates considered to be the most qualified for the position on the basis of experience, training and education as submitted will be invited to participate more in the selection process. Resumes, CVs and cover letters are not reviewed as part of the application screening process. Candidates invited to participate in the police test process will participate in the following steps: Oral Interview: 100% Background Surveys: Candidates who have successfully completed all previous phases of the selection process will be thoroughly investigated. The survey is used to determine the moral character and fitness of a candidate for employment in law enforcement. The investigation includes, but is not limited to, the following checks: criminal record, polygraph, driving history, credit history, military record, previous employer; and references. Medical examination: Before being appointed, applicants must pass a thorough medical examination, including a treadmill stress test and drug testing to determine if they meet the City's medical standards for the position of Police/Side Transfer Officer. The city of Santa Monica is a progressive, inclusive and culturally rich community. As leaders in the public service, we strive to be an employer of choice by attracting and retaining a highly talented workforce with prosperous people of diverse races, religions, cultures and lifestyles. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences have a positive impact. The City is an equal opportunity employer and strives to build balanced teams from all walks of life regardless of race, colour, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status or any other status protected by federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us! Special assistance is available to persons with disabilities in the application and review process, upon request. Dial (310) 458-8246, TDD (310) 458-8696 (hard of hearing only). Please note that the request for reasonable accommodation must be made to Human Resources at least three business days prior to the review. Closing date/time: 12/28/2020 5:30 p.m. Pacific Job Summary operates a variety of heavy equipment to install, replace, repair and maintain water pipes, meters, fire hydrants and other water services. Maintenance of tools and equipment. Leads and monitors the work activities of a crew, as assigned. Note of key functions: Functions may vary depending on the assignment. Operates a variety of light to heavy equipment (e.g. backhoes, pedestals and crane trucks) to install, repair and repair The City's water system; digs trenches with equipment and uses cranes to lay heavy pipes and fittings; uses hydraulic stompers to remove concrete and asphalt and compact trenches. Installs and maintains water pipes, valves, fire hydrants and components of water distribution systems. Place of security barricades, delimitors and cones to be designated sites and direct traffic. Projected onto the excavation site and allows entry into the confined space and performs traffic control in accordance with the applicable safety standards of the work area. Uses various pneumatic tools during excavation and backfilling operations. Prepares and keeps records of the materials used and the work done. Prepare built drawings. Participates in the development of replacement vehicle and equipment specifications. Uses the maintenance management software application (s) to capture data about opening, closing and updating work orders. Ensures that the raw material bins are well covered and that the storage area of the bins is clean. Conducts pre-travel inspections. Monitors and reports on vehicle repairs and safety issues. Supervises vehicle cleaning and ensures that vehicle parking areas are free of dirt and debris. Leads and monitors the work activities of a crew, as assigned. Responds to emergencies and makes appropriate repairs to restore water service. Responds to public requests and informs consumers of water service shutdowns. Follows applicable safety rules and regulations. Performs other related tasks, such as assigned. Minimum Qualifications Knowledge of: Maintenance and repair of the water distribution system. Heavy building principles and practices. Excavation techniques. Basic mechanical principles. Vehicle and equipment maintenance practices and procedures. Heavy equipment (i.e., backhoes, crane trucks, dumpster loaders, water tanks, valve machines, chlorination machines, self-loading dump trucks, hydraulic stompers, hydraulic hose cutters and three-axle dump trucks). Operating a forklift, dump truck and tractor-trailer suit. How various pneumatic, electrical and mechanical tools and equipment work. Safe working practices and procedures. Effective training and coordination techniques. Efficient customer service techniques. Ability to: Lead, train, plan and monitor the work of others. Use a variety of power tools and heavy equipment safely and correctly. Repair and install water system components. Identify mechanical problems and make mechanical adjustments. Read the charts, plans and specifications. Do heavy physical work for extended periods of time. Lift, transport and move objects up to 50 lbs and including. Learn and apply City codes, policies and regulations. Communicate effectively, orally and in writing. Keep logs and recordings accurate. Give and follow oral and written instructions. Prepare and maintain accurate logs and records. Learn and use the required computer software applications. Provide effective customer service. Establish and maintain effective and cooperative working relationships with City employees and the general public. Skills in reading, writing and communication at an appropriate level. Basic mathematics. Reading and interpreting maps Diagrams. Use of a variety of manual and electrical tools. Deal effectively with the public and other employees. Education, training and experience: High school diploma or equivalent. Three years of recent and paid work experience operating heavy equipment and large vehicles weighing more than 26,000 lbs, including two years of heavy construction involving plumbing or water distribution systems. Permits and certificates: Possession of a valid Class B driver's licence with valid medical certification. A Class A driver's licence must be obtained within six months of the rental date. The valid forklift operator certificate must be obtained within six months of the rental date. A D2 grade water operator certificate issued by the California Department of Health Services must be obtained within one year of the rental date. Must keep a valid Category D2 water operator certificate. How to apply: Applicants must submit a clear, concise and completed online application, as well as any additional application documents required by the Human Resources Department before the filing deadline. If you do not submit your application online before the filing deadline, you will not be considered for this position. Please note that applications may be rejected if they are incomplete. Resumes, CVs and cover letters are not reviewed as part of the application screening process. Selection process: All candidates must submit clear, concise and complete information about your work history and qualifications for the position. All candidates will be reviewed and only the most qualified candidates based on their experience, training and education, as submitted, will be invited to participate more in the selection process. The tests may consist of any of the following: written test, performance test, qualification assessment, oral interview or any combination of these criteria. If three or more qualified City employees apply and pass the exam, a promotional list will be established in addition to an open competition list. If fewer than three qualified City employees pass the exam, the nominating authority, in accordance with City Public Service rules and regulations, may refuse to use a promotional list, in which case a promotional list will not be established for the position. Background investigation: Candidates who have successfully completed all previous phases of the selection process will be thoroughly investigated. Diversity and Inclusion The city of Santa Monica is a progressive, inclusive and culturally rich community. As leaders in the public service, we strive to be an employer of choice by attracting and retaining a highly talented workforce with prosperous people of diverse races, religions, cultures and lifestyles. Our goal is to create a where our staff is empowered to perform at their highest level and where their differences have a positive impact. The City is an equal opportunity employer and strives to build balanced teams from all walks of life regardless of race, colour, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status or any other status protected by federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us! Special assistance is available to persons with disabilities in the application and review process, upon request. Dial (310) 458-8246, TDD (310) 458-8696 (hard of hearing only). Please note that the request for reasonable accommodation must be made to Human Resources at least three business days prior to the review. Closing Date/Time: 1/8/2021 5:00 p.m. Summary of Work in the Pacific Manages the City's comprehensive aquatic programs at several aquatic sites, This includes managing day-to-day operations, facilitating and coordinating community programs and activities, supervising customer service, partnering with licensing agencies, developing senior staff, and promoting the safety and well-being of all clients and staff. Key functions develop, manage, supervise and oversee the City's comprehensive aquatic facilities and programs, including teaching, recreation courses and community events. Leads and works with aquatic staff to provide a full range of aquatic services and programs. Supervises general operations and works with Public Works to facilitate the maintenance and maintenance of municipal facilities that support community aquatic programs, including SMMUSD Lincoln Middle School. Develops and implements operating policies, identifies and documents preventative and emergency maintenance needs, and future capital improvements. Determines annual staffing levels and partners with Human Resources to ensure staffing levels are met. Develops and closely monitors the annual budget for aquatic programs. Oversees the development of schedules for permit groups in accordance with the City Council-approved Guidelines on Pool Allocation. Develops annual work plans for each aquatic site, including a master calendar of events and special events. Revisions as needed. Monitors and evaluates the overall effectiveness of aquatic programs; Implements an ongoing evaluation of aquatic operations and programs and makes recommendations on long-term goals and objectives for programs and services. Oversees the implementation of marketing and communication strategies developed in collaboration with the Department's Communications Coordinator. Ensures that all aquatic rules and regulations are clearly displayed and enforced. Builds strong relationships with all user groups, neighbours and Stakeholder groups develops methods of regular and continuous communication. Represents community aquatic environments at public and community meetings. Treats sensitive customer complaints in a timely and efficient manner. Promotes and maintains a positive working partnership with Santa Monica College through quarterly meetings with CMS faculty and staff. Conducts user studies and surveys, maintains and analyzes records, and prepares a variety of reports, including customer satisfaction reports, and periodic reports on the status of advisory groups and commissions. Keeps abreast and regularly provides updates from the department on changes in the state code, and new quality standards in aquatic environments. Performs other related tasks, such as assigned. Minimum Qualifications Knowledge, Capabilities and Skills: Professional Certifications of Aquatic Service Delivery Management and Operations Aquatic Facilities Program of Aquatic Studies and Programs for Aquatic Programs Development and Management Budget Principles and Practices of Leadership, Supervision and Training First Aid and Safety Precautions Used in Aquatic Supervision and Training Principles and Practices Effective Management and Leadership Techniques Effective Customer Service Techniques Ability to: Plan, organize and coordinate the operations of a comprehensive aquatic program at multiple sites Prepare and submit clear and concise oral and written reports and recommendations Establish and maintain effective working relationships with a variety of stakeholders, including city staff and municipal officials, community groups, councils and commissions, Santa Monica College and the public Fostering a strong sense of teamwork and positive organizational culture Aquatic Staff Provide excellent customer service Communicating effectively orally and in writing Address and resolving conflicts and disputes with a high degree of responsiveness Think critically and develop effective solutions to problems Skills in: Leadership, Management, Supervision and Training Conflict Resolution Public Relations Reading, Writing and Communication in English at a Professional Level Working with User Groups and Stakeholders Using a Personal Computer applicable software applications QUALIFICATIONS Minimum qualifications: Education: Diploma from a college or university accredited with a bachelor's degree. A master's degree in leisure administration, from the public business is preferable. Experience: Four years of recent and paid work experience in the development, management, organization and supervision of aquatic programs. At least two years of required work experience must have included supervising the work of others. One year of supervision of the work of others and the successful completion of the Santa Monica City Pre-Supervising Academy can replace the two years of supervisory experience. Licenses and certificates: Possession of one of one Class C driver's licence or the ability to use another form of transportation as required to perform essential job-related duties. Possession of valid American Red Cross certifications or other National/State-accredited certifications as a lifeguard/first aid/CPR/DEA and water safety instructor. Have a valid American Red Cross Lifeguard Training Instructor Certificate or a Water Safety Instructor Certificate and a Certified Pool Operator's Licence within six months of the rental. Applicants for diversity and inclusion must submit a clear, concise and completed online application, as well as any additional application documents required by the Human Resources Department prior to the filing deadline. If you do not submit your application online before the filing deadline, you will not be considered for this position. Please note that applications may be rejected if they are incomplete. Resumes, CVs and cover letters are not reviewed as part of the application screening process. SELECTION PROCESS: All candidates will be screened and only the most qualified candidates based on their experience, training and education, as submitted, will be invited to participate more in the selection process. Tests may include component weight training and 100% eligible interview assessment If three or more qualified City employees apply and pass the exam, a promotional list will be developed in addition to an open competition list. If fewer than three qualified City employees pass the exam, the nominating authority, in accordance with City Public Service rules and regulations, may refuse to use a promotional list, in which case a promotional list will not be established for the position. The city of Santa Monica is a progressive, inclusive and culturally rich community. As leaders in the public service, we strive to be an employer of choice by attracting and retaining a highly talented workforce with prosperous people of diverse races, religions, cultures and lifestyles. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences have a positive impact. The City is an equal opportunity employer and strives to build balanced teams from all walks of life regardless of race, colour, ethnicity, religion, national origin, age, gender, sexual orientation, gender identity, status ancestry, disability, genetic information, veteran status or any other status protected by federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us! Special assistance is available to persons with disabilities in the application and review process, upon request. Dial (310) 458-8246, TDD (310) 458-8696 (hard of hearing only). Please take note of the request for Accommodation must be made to Human Resources at least three business days prior to the review. Background inquiry: Candidates who have successfully completed all previous phases of the selection process will be thoroughly investigated. Closing date/time: 12/2020 12:00 Pacific Job Summary, Maintenance and Repair of a variety of light, medium and heavy vehicles and equipment in the City. NOTE: This is a temporary position without benefits. Note on key tasks: Tasks may vary depending on the workplace and assignment. Inspects, diagnoses, repairs and revises and replaces systems and components, including, but not limited to, brakes; transmissions; engines; air conditioning, exhaust and electrical systems; diesel, gasoline and alternative fuel systems (e.g. compressed natural gas [CNG], propane and biofuel); Hybrid and electric drive systems; Emissions; automotive and truck systems; and related computer-controlled components. Conducts a vehicle safety inspection. Performs routine and preventative maintenance on vehicles and various equipment. Keeps paper and electronic records of repairs and maintenance. Maintains and/or helps maintain the inventory of parts as assigned. Performs all tire maintenance functions, including dismantling, repairing, disassembling and balancing various tires in use on City equipment. Maintains or helps maintain the tire inventory as assigned. Carries a variety of equipment and vehicles with a truck and trailer. Responds to road calls and performs on-site diagnostics and repairs on vehicles and equipment. Manufactures and installs a variety of parts and equipment. Performs minor welding. Maintains and cleans tools and work areas. Eliminates hazardous waste in accordance with City guidelines. Keeps abreast of new technologies and participates in various training activities. Provides technical assistance and instructions to others as assigned. Monitors, trains and coordinates the less experienced staff of the mechanics workshop. Follows applicable safety rules and regulations. Performs other related tasks, such as assigned. Minimum Qualifications Knowledge of maintenance and repair techniques for light, medium and heavy vehicles and equipment. Fuel system, emissions control, gas, natural gas and diesel engine repairs. Electrical systems, automotive and truck hydraulic systems, transmissions, braking systems and air conditioning systems. Lubrication and Preventive. Appropriate use of tools and equipment, including electronic diagnostic tools. Hazardous waste handling and disposal procedures. Safe working practices and procedures. Basic mathematics. Principles of training and coordination of the work of others. Efficient customer service techniques. Ability to: repair, maintain and repair vehicle and equipment systems, including, but not limited to, limiting, hydraulic and pneumatic components. Read and interpret drawings, diagrams and repair manuals. Operate a variety of manual and electrical tools. Do heavy physical work and work in close and close environments. Lift, transport and move objects up to 70 lbs and including. Watch and train others. Provide technical assistance, coordination and instructions. Fill in and keep logs and records accurate. Do mathematical calculations. Learn and use the required computer software applications. Follow written and oral instructions. Work independently. Provide effective customer service. Establish and maintain effective and cooperative working relationships with City employees and the general public. Skills in reading, writing and communication at an appropriate level. Basic mathematics. Reading patterns. Use of a personal computer and applicable software applications. Education, training and experience: Level I: High school diploma or equivalent. Two years of recent and paid work experience in mechanical work, including repairs, maintenance and repair of vehicles and/or equipment. An associate degree or 60 semester units or the equivalent of an accredited college or vocational school in automotive technology or in a closely related field can replace a year of required work experience. After a year of paid work experience with the City of Santa Monica, a mechanic, I can be promoted to Mechanic II after meeting the minimum qualifications of Mechanic II and with the recommendation of the appointment authority. Level II: High school diploma or equivalent. Five years of recent and paid work experience at the travel level as a car/equipment mechanic performing light, medium and heavy vehicle repairs. Permits and certificates: Level I: Possession of a valid Class C driver's licence. A Class B driver's licence must be obtained within six months of the rental date. Level II: Possession of a valid Class B driver's licence. The possession of the Automotive Service Excellence Certification (ASE) as a Senior Automotive Technician (A1-A8 Test) or Medium/Heavy Weight Principal Technician (T1-T8 Tests) is desirable. The possession of the ASE certification as an alternative fuel technician (F1 test) is desirable. How to apply: Applicants must submit a clear, concise and completed online application, as well as any additional application documents required by the Human Resources Department before the filing deadline. If you do not submit your application online before the filing deadline, you will not be considered for this position. Please note that applications may be rejected if they are incomplete. Resumes, CVs and cover letters are not reviewed as part of the application screening process. Selection process: All applicants must submit clear, concise and complete information about your work history and qualifications Position. All candidates will be reviewed and only the most qualified candidates based on their experience, training and education, as submitted, will be invited to participate more in the selection process. Background inquiry: Candidates who have successfully completed all previous phases of the selection process will be thoroughly investigated. Diversity and Inclusion The city of Santa Monica is a progressive, inclusive and culturally rich community. As leaders in the public service, we strive to be an employer of choice by attracting and retaining a highly talented workforce with prosperous people of diverse races, religions, cultures and lifestyles. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences have a positive impact. The City is an equal opportunity employer and strives to build balanced teams from all walks of life regardless of race, colour, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status or any other status protected by federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us! Closing date/time: 30/1/2021 17:00 Pacific See how your CV stacks up. Submit now

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