



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
An Equal Employment Opportunity Employer



Special Program Assistant II (2415)

Salary: \$18.36 per hour

(The current salary ranger is subject to change.)

You may confirm the starting salary with the hiring department before accepting a job offer)

The Department of Recreation and Parks is recruiting Special Program Assistants (SPA IIs). SPA IIs are part-time, at-will employees throughout the City of Los Angeles.

AVAILABLE HOURS:

- 16 to 20 hours per week based on the budgetary and operational needs of the Department

DESCRIPTION OF DUTIES:

- Maintain grounds (both indoor and outdoor), parking lots, roads, and adjacent areas;
- Perform minor irrigation repairs and landscape maintenance such as planting, cultivation, and tree care;
- Use small power equipment such as line trimmers, small mowers, backpack blowers, edgers, and chainsaws;
- Perform custodial functions including cleaning buildings, restroom facilities, and public play areas/fields
- Remove litter and empty trash receptacles

QUALIFICATIONS:

- Must possess a **valid California Driver's License** and a good driving record;
- Must be available to work morning, night, weekend, and holiday shifts, as needed
- Must be responsible, dependable, and possess a "can-do" attitude;
- Excellent customer service skills and a desire to work with the public;
- Ability to understand and follow directions;
- Ability to work under minimum supervision;
- Get along well with others and be a team player;
- Some knowledge and experience in landscape and custodial maintenance desirable

TO APPLY:

Complete department application at <http://laparks.org/spaapp> and submit to:
Melissa Rivas at melissa.rivas@lacity.org

DEADLINE DATE TO APPLY: Open until sufficient applications are received.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 473-9123.