



A&W Adult Resource Center

A&W Adult Resource Center
3598 Martin Luther King Blvd.
Lynwood, CA 90262
P: (310)764-5161
F: (310)764-5166

Opening: *Energetic Contract Coordinator, A&W Adult Resource Center*

Location: Lynwood, CA **Pay:** \$15.00-\$16.75/Hour; Minimum 2 year project **Hours:** M-F 8A-5P

Benefits: Not eligible for paid holidays or vacation.

Minimum Requirements: High school diploma or its equivalent with previous experience as a supervisor and experience with Cal Tran's Highway Litter Control highly desired; proficient in reading/understanding highway signs, exits, signals, etc.; proficient in Microsoft Office computer applications (i.e. Word, Excel, etc.); excellent English written and verbal communication skills; reliable vehicle; continually maintaining valid state drivers license; vehicle registration; insurance; proof of citizenship; background check.

The position: The ideal applicant will provide evidence of (1) supervising, instructing and guiding the work of assigned litter debris crews to effectively control debris and litter; (2) providing training and development for new employees in proper techniques and procedures to ensure quality and safe and proper handling of tools and equipment; (3) evaluating the crew's performance and ensuring the work is accomplished according to plan and schedule; (4) overseeing the monitoring of contracts such as: litter removal within landscape nodes, sidewalks and parking lots in Los Angeles county; (5) providing "hands on" landscape maintenance work, directly and assisting employees; (6) operating vehicles, blowers, mowers, and various landscape equipment; (7) reporting problems with street lights, sidewalks, signage, disease and insects, etc. to appropriate departments; (8) maintaining files; (9) creating/writing schedules, reports and operational and procedural activities; (10) coordinating compliance with litter and rubbish ordinances; (11) checking all truck units for safety equipment and personal safety gear; (12) preparing and justifying annual budget; (13) monitoring and approving requisitions and expenditures; (14) prioritizing and coordinating sectional activities; (15) enforcing personnel rules, regulations and work standards; (16) counseling, motivating and maintaining harmony among the employees; (17) recommending, hiring, transferring, disciplining and meriting pay or other employee status changes; (18) developing and maintaining a comprehensive grounds maintenance for a litter control program in Los Angeles County.

To apply: Request a preliminary application packet from our A&W Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to resume@hpcemployment.org or fax to (310) 756-1562.