

Building Maintenance Worker/ Electrical Helper

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a full-time Building Maintenance Worker/Electrical Helper in our Public Works Department.

Under general supervision the Building Maintenance Worker/Electrical Helper performs a variety of skilled electrical and building work in the maintenance, repair, construction, modification, and installation of traffic signals and street lighting systems and equipment, off-street parking lot lighting, recreation area lighting, electrical systems, and general building maintenance at municipal buildings and facilities; and to perform other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties may include, but are not limited, to the following:

- Performs field and bench work involving maintenance, repair, construction, modification, and testing of electronic, electro-mechanical and electrical equipment associated with traffic signals, street lighting, parking lot lighting, recreation lighting, and building electrical systems.
- Responds to emergency calls for electrical malfunctions or traffic accident damage to lighting systems.
- Assists in emergency wind damage to trees when aerial truck is needed.
- Performs a variety of building and electrical preventive maintenance, relamp lighting systems; assists in the repair of plumbing, heating, air conditioning and other equipment such as switches, fans, filters, faucets, and valves.

OTHER JOB-RELATED DUTIES

- Installs, repairs or replaces shelves, cabinets, cupboards, doors, handles, and locks.
- Mixes, pours, and finishes cement.
- Does interior and exterior painting with brush, roller, and spray units.
- Operates and takes care of aerial tower, tools, equipment, and materials used in work.
- Performs related duties and responsibilities as required.

DESIRED QUALIFICATIONS

KNOWLEDGE OF:

- Construction, installation, and repair practices in electrical work.
- Fundamentals of electrical theory relating to installation and testing of electrical systems.
- Wiring, tools, electrical and building materials.

ABILITY TO:

- Follow oral and written directions
- Establish and maintain effective working relationships with the general public, other City employees and officials.
- Operate pneumatic, gas-powered and hydraulic tools.
- Understand and speak Spanish (highly desirable).

EXPERIENCE AND TRAINING GUIDELINES

- A typical way to obtain the knowledge, skills, and abilities would be the following:
- **EXPERIENCE:** Two years of experience in electrical maintenance, repair, or construction; or two years in general building maintenance and construction, with knowledge of traffic signal and street lighting systems being highly desirable.
- **TRAINING:** Any combination equivalent to completion of high school.

EXPERIENCE AND TRAINING GUIDELINES

(continued)

SPECIAL REQUIREMENTS: Must possess and maintain a valid California Class A, B, and C Driver's licenses to operate aerial lift truck and other equipment. May be required to possess a Hazardous Materials Endorsement.

May be required to work overtime, weekends and holidays. Operational demands may necessitate a permanent work schedule that includes working weekends with days off during the week.

Will be required to obtain Level I and Level II International Municipal Signal Association (IMSA) certificates within four years from date of appointment.

PHYSICAL REQUIREMENTS: Essential duties require the following physical and environmental conditions: ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and lift about 90 lbs; may be exposed to sun, and work under high and low temperatures (mostly between 40 and 90 degrees); may be exposed to toxic/poisonous substances, slippery surfaces and frequent loud noises. Will be required to utilize aerial lift truck and work at heights, sometimes up to 50 feet, and at times, operate under adverse conditions. May be required to work on ladders and rooftops.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services

SALARY AND BENEFITS

\$44,700 - \$55,368 per year

RETIREMENT: Public Employees' Retirement System (PERS) 2% @ 55 for classic members; 2% @ 62 for PEPRA members. Both are integrated with Social Security. City pays full portion of employee's share of retirement contribution for classic members only.

MEDICAL INSURANCE: Full Flex Cafeteria Plan; employee receives a monthly flex dollar allowance (\$845 for Single; \$1,463 for Two party; and \$1,969 for Family) to apply toward Medical, Dental, and Vision benefits for employee and eligible dependents.

LIFE/AD & D INSURANCE: City pays for \$50,000 term life/AD & D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

VACATION LEAVE: 2 weeks annual Vacation with one additional week after 4 years of service and another additional week after 15 years of service.

SICK LEAVE: 12 days Sick Leave per year with a maximum accumulation of 100 days.

HOLIDAY: 12 Paid Holidays per year.

BILINGUAL BONUS: \$50 Bilingual pay per month to eligible employees.

LONGEVITY: 3% longevity salary increase after 10 years of continuous service. Additional 1% after 20 years and 1% after 30 years.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications, and late applications will not be considered. All applications are screened for relevant education, experience and/or licensing requirements. Those persons most qualified may be required to compete in any combination of written, oral, or performance examinations. Candidates who successfully pass the examination process are placed on an eligibility list.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the city's designated physician, at city expense.

You may complete and/or download an application online at www.sfcity.org or in person at the specified address below. Completed applications must be received in the Personnel Division on or before **Friday, October 26, 2018, at 5 pm (postmarks will not be honored)**.

Please forward all correspondence to:

***City of San Fernando
Personnel Division
117 Macneil Street
San Fernando, CA 91340***

***For additional information, call:
(818) 898-1220***



**INVITES
APPLICATIONS
FOR**

***Building Maintenance
Worker/ Electrical
Helper***

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SALARY

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(Plus Excellent Benefits)***

FILING DEADLINE:

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October 26, 2018
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