

Public Works Maintenance Worker

Open Competitive Examination

THE POSITION

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

The Public Works Maintenance Worker is responsible for a variety of skilled construction, maintenance, and repair activities at various assigned City locations including, but not limited to the following areas: Facilities, Streets, Mechanical, Parks, Sewer and Water.

DISTINGUISHING CHARACTERISTICS

This is a full-time entry level position in the Public Works Department. Incumbents are usually supervised by a Senior Maintenance Worker or Public Works Field Supervisor, and may be assigned to work in any or combination of the Public Works Maintenance divisions.

IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Perform skilled tasks in street, water and sewer systems maintenance, construction and repair.
- Patch and stripe streets, set forms and place concrete on curbs, gutters, sidewalks and alleyways.
- Clean ditches, alleys, streets, bus shelters, storm drains.
- Maintain and replace street name signs and traffic signs.
- Remove graffiti from public and private property.
- Resurface and place asphalt and slurry sealing on streets.
- Perform painting and carpentry work as necessary.
- Assist in the construction, operation, maintenance and repair of sewer lines including the rodding and bailing of sewers.
- Assist in the installation, maintenance and repair of water meters, valves, service lines, mains and hydrants.
- Operate snorkel truck, mowers and other equipment and tools for purposes of cutting grass and trimming trees and shrubs.

IMPORTANT AND ESSENTIAL DUTIES (continued)

- Operate airsaws, chain saw chipper, jack hammers and other pneumatic, motorized, and manual equipment, and tools for purposes of preparing and backfilling trenches, placing water and sewers lines, street and alley repair.

OTHER JOB-RELATED DUTIES

- Plant and transplant flowers, bulbs, shrubs and trees; rake leaves.
- Replace bus shelter glass and benches, and maintain solar panel and battery.
- Assist in the care, maintenance and cleaning of vehicles, tools and equipment; service with gas, oil and water.
- Contact residents concerning maintenance and service problems; refer complaints and requests to proper supervisory personnel.
- Operate trucks and heavy equipment for short periods of time or for training purposes.
- May assist supervisors in preparing and keeping logs/records.
- Work with Contractors and the public on special projects.
- Performs related duties and responsibilities as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Basic construction methods, materials and terminology.
- Basic safety precautions and practices.
- Maintenance of shrubs, trees, flowers, streets, sewers, storm drains, buildings, and water systems.

ABILITY TO:

- Understand and follow written and oral instructions
- Perform skilled labor construction and repair tasks.
- Operate pneumatic, hydraulic, hand and gas-powered tools.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS (continued)

ABILITY TO (continued):

- Operate vehicles, trucks, tractors, and other heavy equipment.
- Maintain effective working relationships with others.
- Understand and speak Spanish is highly desirable.

EXPERIENCE AND TRAINING GUIDELINES

A typical way to obtain the knowledge, skills, and abilities would be the following:

EXPERIENCE: One year experience in general construction or maintenance is required.

TRAINING: Any combination equivalent to completion of the 12th grade is required. Two years of experience can be substituted for two years of education.

SPECIAL REQUIREMENTS: Must possess and maintain a valid California Class C Driver's License. May be required to obtain a valid Class B Driver's License, and take special courses or training necessary to perform all public works functions as may be required by law.

When assigned to the Water Division, will be required to possess the State of California Department of Health Services Grade D2 Water Distribution Certification within two years from date of appointment to this position.

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 80 degrees); may be exposed to toxic/poisonous substances, slippery surfaces and frequent loud noises.

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

\$42,540 - \$52,728 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**

***Public Works
Maintenance
Worker***

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SALARY

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(Plus Excellent Benefits)***

FILING DEADLINE:

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October 26, 2018
@ 5 pm**