

Senior Maintenance Worker

Open Competitive Examination

THE POSITION

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

Under general supervision, to perform a variety of skilled construction, maintenance, and repair activities in the Public Works Department, as well as assigned City facilities and locations including, but not limited to, the following areas: Facilities, Streets, Mechanical, Parks, Sewer and Water.

IMPORTANT AND ESSENTIAL DUTIES

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

- Perform higher level tasks in street, water and sewer system maintenance, construction and repair.
- Patch and stripe streets, set complex forms and place concrete on curbs, gutters, sidewalks and alley ways.
- Perform block wall constructions, as well as construct block or wood frame buildings.
- Design and install sprinkler/drip irrigation systems.
- Maintain and replace street name/traffic signs.
- Remove graffiti from public and private property.
- Resurface and place asphalt and slurry sealing on streets.
- Perform painting and carpentry work and tile installation as necessary.
- Assist in the construction, operation, maintenance and repair of sewer lines including the rodding and bailing of sewers.
- Replace water meters and assist in the installation, maintenance and repair of water valves, service lines, mains, fire hydrants and/or other related service line.
- Operate air saws, chain saw, brush chipper, jack hammers, and other pneumatic, motorized/manual equipment/tools for purposes of preparing/backfilling trenches, placing water and sewer lines, street and alley repairs.
- Operate tree trimming/lift truck, mowers and other equipment and tools for purposes of cutting grass and trimming trees and shrubs

IMPORTANT AND ESSENTIAL DUTIES (continued)

- Clean ditches, alleys, streets, bus shelters and storm drains.
- 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 as needed and/or for training purposes.
- May assist supervisors in preparing and keeping logs/records.
- Work with Contractors and the public on special projects/events.
- May supervise the work of others.
- Operate vehicles and heavy equipment, such as backhoe, skip loader, sewer jet, guzzler and forklift.
- Respond to customer service complaints.
- 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.
- Stucco (3 coat process); stucco wrap and mesh, then scratch coat, brown coat and color coat.
- Proper demolition techniques, building layout including footing and steel.
- Nailing, sheeting and roofing of buildings, as well as installation of doors.

SKILL TO:

- Perform essential public works maintenance assignments

ABILITY TO:

- Understand and follow written and oral instructions.
- Read and interpret blue prints.
- Perform skilled labor construction and repair tasks.
- Water proof block walls below exterior grade.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS (continued)

ABILITY TO: (continued)

- Work new building into existing landscape.
- Install conduits, switches, breakers and miscellaneous electrical appliances
- Operate pneumatic, hydraulic, hand and gas-powered tools.
- 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: three years' experience in general construction or general maintenance in the facilities, streets, grounds, mechanical, parks, sewer, or water activities.

TRAINING: Graduation from high school or equivalent is required. Two years of experience can be substituted for two years of education.

SPECIAL REQUIREMENTS: Must stay current in field, and acquire all necessary training that new technological changes and new laws may present.

Must possess a valid California Class C driver's license upon appointment, and as a condition of continued employment, as well as maintain insurability under the City's vehicle insurance program. May be required to obtain and maintain a valid Class B Driver's License while employed.

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

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.

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.

SALARY AND BENEFITS

\$49,128 - \$60,804 per year

RETIREMENT: Public Employees' Retirement System (PERS), 3% @ 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2% @ 62 for PEPRA members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

MEDICAL INSURANCE: For full-time employees hired on or after 6/18/18, City shall implement a full flex Cafeteria Plan, and applicable employees shall receive a monthly flex dollar allowance to apply toward medical, dental, and vision benefits offered through the City insurance plans.

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: Accrual varies based on years of service, and ranges from 10 days (80 hours) per year for 0-4 service years to 20 days (160 hours) for 15 service years or more.

SICK LEAVE: 12 days per year- Maximum accumulation of 100 days (800 hrs.) – Accumulation in excess of the maximum is paid at the end calendar year at the rate of 35% of the employee's regular rate of pay.

HOLIDAY: 12 Paid holidays per year.

UNIFORM ALLOWANCE: Uniforms are provided and replaced where applicable, as per Department requirements.

OVERTIME: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

CALL BACK TIME: Any general employee called back to work other than as a continuation (immediately preceding or following) of their regular established work schedule, will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. The minimum period to be compensated for call backs shall be 2 hours.

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.

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year.

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 **Monday, November 30, 2020, 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***

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services.

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INVITES APPLICATIONS FOR

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SALARY

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FILING DEADLINE:

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@ 5 pm**