

# **Public Works Maintenance Helper**

Open Competitive Examination

*NOTE: This is an at-will, part-time position with minimal benefits.*

## **THE POSITION**

The City of San Fernando is seeking an experienced and responsible professional to become a Public Works Maintenance Helper in the Public Works Department.

Under general supervision, will perform a variety of skilled construction, maintenance, and repair activities in the Public Works, Engineering, Mechanical, Parks and Water Departments.

## **IMPORTANT AND ESSENTIAL DUTIES**

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

- Perform skilled tasks in street, water and sewer system maintenance, construction and repair;
- Patch and stripe streets, set forms and place concrete on curbs, gutters, sidewalks and alley ways;
- Clean ditches, alleys, streets, bus shelters, and 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; and

## **IMPORTANT AND ESSENTIAL DUTIES**

### **(continued)**

- Operate air saws, chain saw chipper, jackhammers and other pneumatic, motorized, and manual equipment, and tools for purposes of preparing and backfilling trenches, placing water and sewer lines, street and alley repairs.

## **OTHER JOB-RELATED DUTIES**

- Plant and transplant flowers, bulbs, shrubs, trees, and 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 for training purposes;
- May assist supervisors in preparing and keeping logs/records;
- Work with Contractors and the public on special projects; and
- Perform related duties and responsibilities as required.

## **JOB-RELATED AN 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 AN ESSENTIAL QUALIFICATIONS (continued)**

### **Ability to:**

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

### **Experience:**

- One-year experience in general construction or maintenance is required.

### **Training:**

- Graduation from High School or equivalent is required.

### **Special Requirements:**

- Must possess a valid California Class C Driver's License and as a condition of continued employment.
- 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.

### **Work Schedule:**

- Part-time; 15 – 30 hours per week;
- Flexible schedule;
- May be required to work weekends.

### **Essential Duties Require the Following Physical Abilities and Environmental Conditions:**

- Ability to sit, kneel, stand, walk, crouch, stoop, reach, twist, climb, and lift about 50 lbs;
- May be exposed to the sun, and work under high and low temperatures (mostly between 40 and 90 degrees Fahrenheit);
- May be exposed to frequent loud noises and toxic/poisonous substance, as well as, slippery surfaces; and
- Operate a computer keyboard, calculator, and telephone for long periods; lift supplies/forms, and tolerate exposure to vibration, pitch, and glare from a computer.

## **SALARY AND BENEFITS**

**\$16.65 - \$20.47 per hour**

Minimal benefits are applicable.

## **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.

Applications are screened for relevant education, experience and/or licensing requirements as stated on the employment opportunity bulletin. Those persons most qualified may be required to compete in any combination of written, oral or performance examinations.

Applicants who require special testing arrangements must contact the Personnel Division prior to the final filing date. 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 pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); OR via email ([personnel@sfcity.org](mailto:personnel@sfcity.org)); OR you may complete an application online ([SFCITY.ORG/Hiring-Now](http://SFCITY.ORG/Hiring-Now)).

Please forward all correspondence and questions to:

**City of San Fernando**  
**Personnel Division**  
**117 Macneil Street**  
**San Fernando, CA 91340**  
**(818) 898-1221**

## **ABOUT THE CITY**

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

*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.*

*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.*



**INVITES  
APPLICATIONS  
FOR**

## ***Public Works Maintenance Helper (Part-Time)***

Open Competitive Examination

### **SALARY**

**\$16.65 - \$20.47 Per Hour**

### **FILING DEADLINE:**

**OPEN UNTIL FILLED  
Apply Immediately**