



1 East Main St.
PO Box 398
lone, CA 95640

JOB ANNOUNCEMENT

Maintenance Worker I/II

The application deadline is 4:00 PM on December 16th or until filled.

The City of Lone is accepting applications for the position of full-time, benefited Maintenance Worker.

Under close to general supervision of the Public Works Manager, this position performs a variety of manual or semi-skilled duties related to construction, maintenance and repair of City facilities, operation of light power equipment, and performing related work as required.

Knowledge/Skills/Abilities

Knowledge of: Tools, equipment, materials and techniques used in maintenance, construction, and irrigation systems; electrical principles; use of hazardous chemicals common to construction and maintenance activities; record keeping principles and procedures; basic office procedures, methods and equipment including computers and supporting software applications; English usage, spelling, grammar and punctuation; methods and techniques of public relations and customer service; safe and efficient work practices; and City mandated safety rules, regulations and protocols.

Skill in: Strenuous physical work with agility and endurance; working in cooperative manner with others and contributing to a successful team effort; using and properly operating assigned tools and equipment; operating assigned trucks and equipment, observing legal and defensive driving practices; making emergency field electrical repairs; analyzing situations and developing sound solutions while maintaining safety at all times; reading maps; establishing and maintaining accurate logs; basic and accurate mathematical computations; maintaining and following department policies and procedures; communicating clear and concisely, both orally and in writing; understanding and following instructions; delivering quality customer service; and working independently and as a team.

EXAMPLES OF ESSENTIAL FUNCTIONS: (Illustrative Only): *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a wide variety of skilled and semi-skilled construction, landscape, and maintenance work, including low voltage electrical, painting, street patching, and curb repair.
- Operates and maintains hand and portable power tools.
- Operates motor-driven equipment and trucks on streets, highways and over terrain.
- Participates and may lead a crew (Maintenance Worker II) in assigned work projects, including oversight of temporary staffing, contracted janitorial staffing, volunteers, and/or work release program participants.
- Uses chemicals and/or other supplies.
- Maintains simple records.
- Conducts inventory of supplies and replenishes as required in accordance with City and departmental policies and procedures.
- Uses computer for work reporting and information access.
- Cleans, maintains, and stores equipment.
- Reads and interprets directions and sketches.
- Performs vacation and temporary relief as necessary.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Prepares soil for planting and transplanting.
- Plants, waters, cultivates, fertilizes, rakes, and cares for lawns and ground with hand tools and light power equipment.
- Sprays for pests and weed control using non-restricted chemicals and products.
- Trims shrubs and hedges; mows lawns, fields or street medians.
- Cleans and maintains restrooms and park structures.
- Assists in installation and repair of irrigation systems, fencing and lighting; programs and maintains irrigation clocks.
- Sets up safety devices for trimming crew and may act as a flag person.
- Operates a variety of vehicles and equipment such as water trucks, riding lawn mowers, tanker trucks and large trailers.
- Installs and repairs lawn sprinkler system, ball field fencing, and pool facilities.
- Lines out ball fields and unpaved parking lots.
- Prepares open spaces for City events; sets up events and works City booth; assists residents, customers, and vendors; and performs post-event clean up.
- Operates a chipper, chainsaw or tractor mower.
- Checks chlorine and pH levels and performs minor maintenance of pools.
- Patrols parks and performs inspections of contracted services; reports issues to supervisor.
- Documents residents' complaints and response to inquiries.
- Performs related duties as required.

Minimum Qualifications

EDUCATION AND EXPERIENCE: *Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:*

Education:

Equivalent to the completion of a High School Diploma. The completion of college level coursework or technical training in construction technology or a related field is highly desirable.

Experience:

For Maintenance Worker I: A minimum of six (6) months of prior work experience in construction, maintenance, or manual labor involving the use of hand tools, portable power tools, and related light and heavy equipment.

For Maintenance Worker II: A minimum of one (1) year of experience in construction, maintenance, or manual labor involving the use of hand tools, portable power tools and related light and heavy equipment.

LICENSES AND CERTIFICATES: Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

*A Commercial driver's license with a tank endorsement may be required of some positions.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Computer Skills: Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Teamwork & Interpersonal Skills: Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Customer Service: Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Flexibility: Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.

Multi-Tasking: Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Problem Solving: Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Reliability: Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and has excellent attendance.

Supplemental Information

WORKING CONDITIONS: *The work environment characteristics and physical/mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: Employees in this class must be in good physical condition and be able to exert physical strength for prolonged periods of time. Positions in this classification regularly bend, stoop, kneel, reach, push and pull in order to perform assigned tasks. Employees must possess the ability to lift, carry, push and pull materials and objects up to 100 pounds. This position is also expected to regularly perform work in the field that may require greater noise exposure from traffic; walking on uneven ground; working around and with equipment and machinery; exposure to fumes, dirt and gas; and exposure to varying extremes in temperatures. Incumbents must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; and to operate a motor vehicle to visit various work sites. Color vision is required to read printed materials and a computer screen as well as to discern issues related to plant health and/or species. Hearing and speech are required to communicate in person and over the telephone. Touch is required in order to handle documents, use a computer, drive a vehicle, and operate a variety of hand and power tools. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate hand and power tools. Standing in work areas and walking between work areas may be required both in the office and in the field.

ENVIRONMENTAL ELEMENTS: Employees in this class generally work in a field environment with exposure to outdoor environmental elements on a regular basis with exposure to varying temperatures, very loud exterior noise levels including traffic and may have regular exposure to dust and fumes. Employees will also work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or the public and private representatives in various settings including the field or remote offices for meetings.

SELECTION PROCESS

The selection process will consist of an evaluation of the applicant's training and experience based on the required employment application. Applicants are also required to provide their resume upon applying. Only the candidates whose backgrounds best match the position will be invited to proceed in the oral interview process.

COMPENSATION AND BENEFITS

The salary range is \$36,073.87-\$43,848 annually. The City contributes up to \$1250/month towards medical insurance premiums for approved health plans through CalPERS.

Dental and Vision Insurance coverage is provided to full-time regular employees at no cost to employees.

The City provides Term life insurance coverage of \$50,000 for each full-time regular employee at no cost to employees.

Employees new to the CalPERS retirement system will be PEPRA eligible (2% at 62 formula). For more detail, please refer to the Employee Handbook.

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