



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Maintenance Worker I
\$3,649 - \$4,435 monthly
(Open Competitive Recruitment)

ATTENTION APPLICANTS: PLEASE READ THE JOB BULLETIN THOROUGHLY AND FOLLOW ALL APPLICATION INSTRUCTIONS AND PROCEDURES. APPLICATIONS FAILING TO COMPLY WITH THE INSTRUCTIONS AND PROCEDURES OUTLINED IN THIS BULLETIN MAY BE REJECTED.

THE OPPORTUNITY:

The City of San Gabriel Public Works Department is seeking a self-motivated individual to fill a Maintenance Worker I position. This is a full-time opportunity. The ideal candidate will have experience working in a variety of public settings performing park maintenance, street and median maintenance, tree pruning and removal, tree installation, graffiti removal, and weed abatement. Maintenance staff perform a variety of projects to meet departmental goals. This individual must have a strong work ethic, work safely, communicate well, and maintain positive working relationships with managers, supervisors, coworkers, City staff, and residents. If you have these qualities and enjoy working in a team environment, then we want to hear from you!

Note that this position may be used to assist other divisions as necessary due to the department's needs. **Availability for emergency response and/or weekend work is required.**

SUMMARY OF POSITION DUTIES:

Under general supervision, the Maintenance Worker I performs general maintenance and repairs to City facilities, landscape, electrical systems, irrigation systems, plumbing, street trees, sewers, storm drains, streets, curbs, gutters, sidewalks, alleys, street signs, and traffic signals; and performs basic park maintenance operations such as cleaning restrooms, trash pickup, and landscaping are required. Paints crosswalks, safety zones, curbs and parking stalls, street signs, and traffic signs; performs concrete/asphalt repair; assists with traffic control for special events by placing barricades and temporary signs; performs routine sewer maintenance; and removes weeds and debris from ditches, drainage areas, and roadside shoulders. Must keep good records, communicate well with others, and effectively work with other crews and City departments. Knowledge of operating power equipment such as chainsaws, chipper, stump grinder, aerial lift trucks, dump trucks, loaders, and backhoes is desirable. Must be able to effectively organize, plan, prioritize, and allocate resources to ensure high work productivity; must ensure proper care and use of tools and equipment; perform other related duties as assigned.

For more information on the requirements for this position, please see the attached job classification specification for Maintenance Worker I.

MINIMUM QUALIFICATIONS:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- One year of experience in the maintenance field.

Required Certifications/Licenses/Competencies

Candidates for this position must meet the following requirements:

- Possession or the ability to obtain within six months of appointment a valid Class B California Driver's License is required.
- Ability to maintain a satisfactory driving record is required.
- Possession or the ability to obtain within one year of appointment a Grade Level 1 Certification in Collection Systems Maintenance may be required.

Desirable Qualifications

- Local government work experience is desirable.

SUMMARY OF BENEFITS:

- CalPERS Retirement – CalPERS retirement formula of 2% @ 60 for “Classic” CalPERS members and 2% @ 62 for new CalPERS members (PEPRA). San Gabriel employees (internal candidates) will remain in their existing tier.
- Medical Benefit – City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), Delta Dental PPO or HMO, and VSP vision insurance. Although you typically must insure yourself, coverage of dependents is optional with proof of sufficient coverage elsewhere.
- Retiree Medical – Paid retiree medical insurance, including qualified family members, per vesting schedule established by California Government Code §22893.
- Tuition Reimbursement – Reimbursement of education/tuition costs in an amount not to exceed the tuition for three quarters (0-6 units per quarter) at California State University – Los Angeles (2020-21 rate cap is \$4,995).
- City-paid long term disability insurance;
- City paid life insurance (1x annual salary);
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.

Allowances, Reimbursements & Special Pays

- Bilingual Pay – \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.
- A \$200 per annum work shoe/boot safety allowance.

Leaves

- Sick Leave – Employees shall accrue 96 hours of sick leave per calendar year (3.692 hours per pay period).
- Vacation Leave – Employees shall accrue 80 to 160 hours of vacation leave per year depending on their length of service with the City. See the approved accrual schedule for more details.
- Holiday Leave – Employees shall be credited pro-rata with 104 hours of holiday leave per year.

Annual Leave Cash-Out Programs

- Sick Leave Cash Out – Employees may cash-out up to 50% of sick leave accrued but unused during the 12-month period ending October 31 of each year.
- Vacation Leave Cash Out – Employees may cash-out up to 40 hours of unused vacation leave each year (election to cash-out must be made in November).
- Holiday Leave Cash Out – Employees may cash-out up to 8 hours of unused holiday leave each year (election to cash-out must be made in January).

Optional/Supplemental Benefits

- 457 Deferred Compensation – Optional enrollment in a tax-deferred, supplemental retirement savings plan from CalPERS (VOYA), ICMA or Empower.
- Supplemental Insurance – Optional enrollment in supplemental insurance plans from Colonial.
- Flexible Spending Account (FSA) – Optional enrollment in the City’s flexible benefit plan for the reimbursement of costs for dependent care and/or health care. Employees may opt to set aside a pre-determined amount of pre-tax income for anticipated dependent care and/or health care costs.

For more details on the compensation and benefit provisions available to employees in this classification, please reference the published “Salary, Compensation, and Benefits Policy” for the City of San Gabriel.

APPLICATION PROCEDURE:

Candidates must complete a City of San Gabriel online application. Applicants must attach a cover letter, résumé, and applicable certifications for the position to their online applications for consideration. To apply, please visit jobs.sangabrielcity.com. **All application materials must be submitted online by 5:00 p.m. on Friday, September 25, 2020.** *Faxed, emailed, or hard copies of application materials are not accepted.*

TENTATIVE RECRUITMENT SCHEDULE:

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Also note that the City reserves the right to revise this schedule at any time if it deems necessary.

- Recruitment Opening.....August 28
- Application Deadline.....September 25 @ 5pm
- Panel Interview.....Week of October 5
- Selection Interview.....Week of October 12
- Anticipated Start Date...November 9

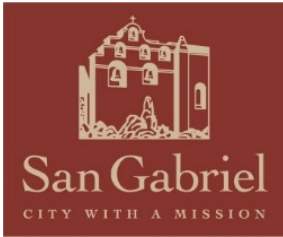
The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.



CLASSIFICATION SPECIFICATION MAINTENANCE WORKER I

JOB SUMMARY:

Under general supervision, the Maintenance Worker I performs general maintenance and repairs to City facilities, landscape, electrical systems, irrigation systems, plumbing, street trees, sewers, storm drains, streets, curbs, gutters, sidewalks, alleys, street signs, and traffic signals, and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Maintenance Worker I performs entry-level, manual-skilled maintenance work in support of an assigned crew. This class differs from a Maintenance Worker II in that the incumbent performs more routine maintenance duties while learning City policies and procedures. As experience is gained, there is the potential for greater independence of action within established guidelines.

EXAMPLES OF DUTIES:

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

- Performs a variety of maintenance and repairs to parks, grounds, playgrounds, athletic fields, swimming pools, and City buildings and facilities; mows and weeds lawns; trims and prunes trees and shrubs; installs and repairs sprinkler systems; waters planted areas; and performs general custodial work.
- Paints crosswalks, safety zones, curbs and parking stalls, street signs, and traffic signs; performs concrete/asphalt repair; assists with traffic control for special events by placing barricades and temporary signs; performs routine sewer maintenance; and removes weeds and debris from ditches, drainage areas, and roadside shoulders.
- Operates a variety of hand and power tools and performs maintenance on such equipment, and operates power driven equipment such as aerial lift trucks, dump trucks, rollers, skid steer loader, backhoe, and sewer combination trucks as directed.
- Responds to maintenance service requests; coordinates work activities with other crews and City departments; develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; and confers with other professional and technical staff on a variety of public works maintenance projects.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic equipment operations, techniques, and methods used in the construction and maintenance of street, landscape, and facility work; common power tools and equipment used in street, landscape, and facility maintenance; applicable federal, state, and local laws including State Department of Health and OSHA regulations; and safety orders and safe work practices related to street system construction and maintenance work.
- Basic mathematical principles; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Operate a variety of vehicular and mechanical equipment in a safe and efficient manner; correctly interpret and apply department policies and procedures; and read plans and diagrams.
- Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- One year of experience in the maintenance field.
- Local government experience is desirable.

Licenses and Certifications:

- Possession or the ability to obtain within one year of appointment a Grade Level 1 Certification in Collection Systems Maintenance may be required.
- Possession or the ability to obtain within six months of appointment a valid Class B California Driver's License is required.
- Ability to maintain a satisfactory driving record is required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: July 31, 2017