



Maintenance Leadperson

\$4,929 - \$5,991 monthly

(Closed Promotional)

(Only Internal Full-Time Employees May Apply)

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 WILL BE REJECTED.

THE OPPORTUNITY:

The City of San Gabriel Public Works Department is conducting an internal promotional recruitment for Maintenance Leadperson for the Wastewater and Stormwater Maintenance Division. The candidate must have experience working safely and effectively under hazardous conditions, completing maintenance and repairs to City sewer and stormwater infrastructure, and communicating well with City staff and leadership. If you have the experience necessary and are interested in increasing your impact on the City of San Gabriel, then we invite you to apply.

THE IDEAL CANDIDATE:

The ideal candidate will be a highly experienced public works maintenance professional and will have outstanding leadership abilities, character, work ethic, judgment, communication skills, and interpersonal tact. This individual will lead by example and exemplify the values of our "City with a Mission."

POSITION SUMMARY:

Under general supervision of the Wastewater Operations Manager, the Maintenance Leadperson oversees and assists an assigned crew in the repair and maintenance of sewer and stormwater related infrastructure. The main duties of this position include overseeing and assisting an assigned crew in the performance of sewer maintenance tasks/projects; assisting with the planning and coordination of assigned projects/work orders; repairing and inspecting sewer lift station components and recordkeeping requirements; coordinating and completing stormwater maintenance projects; performing FOG and Industrial Stormwater inspections; placing USA utility markings; cleaning catch basins; overseeing and conducting routine sewer maintenance; operating power driven equipment such as dump trucks rollers, skid steer loader, backhoe, and sewer combination trucks; organizing projects and utilizing resources in the most productive and efficient manner possible; ensuring crews stay motivated and productive; ensuring all equipment and tools are maintained properly; maintaining records of time, equipment, and materials used particularly for Measure W qualifying expenses; assisting with the training, evaluation, and development of assigned staff; and performing other related duties as assigned.

Due to small size of the Public Works Department, this position is required to assist other maintenance divisions when necessary. Availability for emergency callback and weekend standby are also required. For a more detailed description of the essential duties for this position, please see the attached job specification classification for Maintenance Leadperson.

MINIMUM QUALIFICATIONS:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be at least four years of progressively responsible experience in the field of public works maintenance.

Required Certifications/Licenses/Competencies/Education/Experience:

- Possession or the ability to obtain within twelve months of appointment a Grade Level 2 Certification in Collection Systems Maintenance may be required.
- Possession of and the ability to maintain a valid Class B California Driver's License is required.
- Ability to maintain a satisfactory driving record throughout employment is required.
- Four years of increasingly responsible experience in the maintenance field, with at least one year of experience in a supervisory or lead/senior worker capacity.

Desirable Certifications/Licenses/Competencies/Experience

Possession of the following certifications and/or competencies is highly desirable:

- NASSCO certification; PACP/MACP/LACP;
- Knowledge of the 2019 Work Area Traffic Control Handbook (2019 Watchbook);
- CWEA Collections System Maintenance Grade Level 3 Certificate;
- One year of experience in sewer system maintenance, including experience in the operation of sewer jet truck or Vactor truck.

BENEFITS:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- 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 plan, and VSP Vision plan.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Retiree medical insurance (including family) per the vesting schedule established by Government Code 22893.
- City-paid professional memberships applicable to the position. Department approval required.

Supplemental Benefits:

- Optional enrollment in Deferred Compensation 457 Program from ICMA-RC.
- Optional enrollment in Supplemental Insurance Programs at employee's expense.

Leaves:

- 96 hours of sick leave per calendar year.
- 80 hours of vacation per year (increases with length of service/internal candidates keep their current accrual rate).
- 104 hours of paid holidays per year.

Annual Cash-Out Programs:

- Sick Leave Buy Back: In November of each year, may cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (November through November).
- Vacation Buy Back: May cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: May cash-out of up to 8 hours of unused holiday leave per year.

Allowances, Reimbursements & Special Pays

- Boot Allowance – \$200 per annum for the purchase of safety work boots/shoes.
- Uniform Service – Uniform cleaning/maintenance service is provided.
- 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. Bi-lingual pay must be deemed appropriate for the position before approval. Department approval required.
- Stand-By Pay – Employees placed on “stand-by” duty shall be paid two (2) hours of base pay at straight time per day on stand-by. See Resolution No. 17-37 for more details on this provision.
- Call-Back Pay – Employees called back to work outside of their regular working hours shall be paid a minimum of two hours. See Resolution No. 17-37 for more details on this provision.

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. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications required and/or applicable for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **The filing period for this recruitment will close at 5:00pm on Thursday, August 12, 2021 OR when a sufficient number of qualified applications have been received, whichever occurs first.** Faxed, emailed, and/or hard copy applications will not be accepted.

RECRUITMENT SCHEDULE (TENTATIVE)

The following is the tentative schedule for this recruitment. Please prepare and make arrangements to accommodate the recruitment schedule in advance. Note that this schedule may be changed if the City deems it necessary.

- Application Period..... July 20 – August 12, 2021
- Oral Panel Interview... Week of August 23rd
- Selection Interview.... Week of August 30th
- Tentative Start Date... September 13, 2021

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 (5) 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

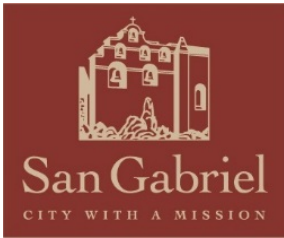
Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

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

HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall
425 South Mission Drive
San Gabriel, CA 91776

(626) 308-2802
hr@sgch.org
www.sangabrielcity.com
Job ID #198



CLASSIFICATION SPECIFICATION MAINTENANCE LEADPERSON

JOB SUMMARY:

Under general supervision, the Maintenance Leadperson 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; plans, trains, and schedules an assigned crew engaged in such work; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Maintenance Leadperson performs moderately complex, manual-skilled maintenance work and is responsible for overseeing and training an assigned crew in the maintenance and repair of a variety of public works projects. This class differs from a Maintenance Worker II due to the level of experience required, complexity of work performed, supervision over staff, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

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

- Plans, coordinates, and participates in the work of an assigned crew; delegates work assignments and assists in the planning and scheduling of staff; operates and trains staff in the use of light and heavy-duty equipment; trains staff on work methods and safety procedures; and order parts, supplies, and machinery for maintenance projects as directed.
- Oversees and participates in the maintenance of 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; cleans and maintains storm drains; performs routine sewer maintenance; and inspects ditches, drainage areas, and roadside shoulders removing weeds and debris.

- 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.
- 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; confers with other professional and technical staff; coordinates work with other agencies, contractors, and consultants; and provides maintenance services and consultation to a variety of field and office personnel.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- 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; read plans and diagrams; determine materials and labor for projects; and supervise groups of employees engaged in maintenance activities.
- 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.
- Four years of increasingly responsible experience in the maintenance field, with at least one year of experience in a supervisory or lead capacity.
- Local government experience is desirable.

Licenses and Certifications:

- Possession or the ability to obtain within nine months of appointment a Grade Level 3 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