



San Gabriel

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

Maintenance Worker II

\$3,924 - \$4,770 Monthly

(Closed-Promotional Recruitment)

ATTENTION APPLICANTS: This recruitment is for internal candidates only. Only full-time employees meeting the minimum qualifications shall be eligible for this recruitment. Please read the job bulletin thoroughly and follow all application instructions and procedures. Applications failing to follow the instructions and procedures outlined in this bulletin will be rejected.

THE OPPORTUNITY:

The City of San Gabriel Public Works Department is seeking self-motivated individuals for Maintenance Worker II. The Maintenance Worker II works on a variety of projects and helps keep the City's infrastructure in good order.

THE IDEAL CANDIDATE:

The ideal candidate will be an experienced public works maintenance professional and have outstanding abilities, character, work ethic, judgment, communication skills, and interpersonal tact. The ideal candidate is also a skilled and effective worker with experience working in a variety of public settings and performing several of the following tasks: park maintenance, median maintenance, building maintenance, pool maintenance, irrigation programming and maintenance, and weed abatement, sewer line jetting and video inspecting, storm drain catch basin cleaning, inspections, asphalt and concrete work, signs and markings maintenance, traffic control, street light and signal maintenance, and building electrical work. The ideal candidate will be a committed and competent worker, perform complex tasks with minimal supervision, and exemplify the values of our "City with a Mission."

POSITION SUMMARY:

Under general supervision, the Maintenance Worker II must be able to work independently as well as in a team setting. Must be able to effectively assist and occasionally oversee an assigned maintenance crew. Must be familiar with working on City streets and median, performing such work in accordance with established traffic safety guidelines. This position may work in the Parks and Facilities, Field Operations, or Wastewater Operations Divisions and requires thorough knowledge and experience of the tasks those groups are responsible for performing. Must keep good records, communicate well with others, and potentially direct, train and oversee maintenance and community service helpers as necessary. Experience with the operation of power equipment such as small and large power tools, heavy equipment, and commercial vehicles is essential. Ability to effectively organize, plan and prioritize jobs, and allocate resources is also essential. Must maintain proper care and use of tools and equipment. Performs 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 Worker II.

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 three 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 six months of appointment a valid Class B California Driver's License is required.
- Ability to maintain a satisfactory driving record is required.

Desirable Certifications/Licenses/Competencies/Experience

Possession of the following certifications and/or competencies is highly desirable depending on the division of assignment:

- Wastewater: NASSCO certification; PACP/MACP/LACP;
- Parks and Facilities: Pest Control, Aquatic Facilities, Arborist, Playground Safety, HVAC
- Field Operations: Electrical, Traffic Signals, Street Maintenance, Concrete
- Knowledge of the 2019 Work Area Traffic Control Handbook (2019 Watchbook);

BENEFITS:

- CalPERS Retirement: 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.
- Health 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 plan, and VSP Vision plan. Although you typically must insure yourself, coverage of dependents is optional.
- 457 Deferred Compensation: City provides a matching contribution of up to \$50 per month to a 457 investment plan for employees who opt into the plan. The matching contribution requires the employee to be actively enrolled and contributing to the plan.
- Education Premium Pay: Employee's in this classification who have a master's degree from an accredited college or university shall receive \$300 per month in premium education pay.
- Retiree Medical: Retiree medical insurance (including family) per the vesting schedule established by Government Code 22893.
- Long Term Disability (LTD) & Life Insurance: City paid LTD and life insurance (1x annual salary).
- Employee Assistance Programs (EAP): City paid EAP and Travel Assistance Program for employees and eligible family members.
- 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. City approval required.
- Optional enrollment in Supplemental Insurance Programs.

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.
- 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.

Leaves:

- Sick Leave: Accrue 96 hours per calendar year
- Vacation Leave: Accrue 80 hours of vacation per year to start. Annual accrual amount increases up to a maximum of 160 hours per year pursuant to the authorized vacation accrual schedule.
- Holiday Leave: 104 hours of paid holiday leave 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.

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 4:00pm on Monday, October 18, 2021.** 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..... October 4 – October 18, 2021
- Oral Panel Interview...Week of October 18
- Selection Interview.... Week of October 25
- Tentative Start Date... November 8, 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雇主

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