



CITY OF GUADALUPE

MAINTENANCE WORKER I & II

DEFINITION:

Under general supervision performs a wide variety of skilled, unskilled, and semi-skilled maintenance work in the repair of streets, sidewalks, storm drains, building, parks, and other City facilities and infrastructure.

Maintenance Worker I

The Maintenance Worker I is an entry-level class in the Maintenance Worker series. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within established procedural guidelines, where there are minimal consequences of errors.

Maintenance Worker II

The Maintenance Worker II is the journey level class in the maintenance series in which, under general supervision, incumbents are expected to independently perform the full scope of duties.

ESSENTIAL FUNCTIONS:

Streets Maintenance:

- Maintain streets and sidewalks and repair, as needed.
- Break out concrete and asphalt; performs concrete forming and finishing work.
- Apply paint to street markings; apply stripes; select stencils for street marking.
- Replace, maintain and repair traffic signs, traffic dividers, and traffic control devices.
- Removes and clears debris from gutters, culverts and drainage structures.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians, as necessary.

Facilities Maintenance:

- Performs minor plumbing, electrical and carpentry work at all City facilities.
- Repairs parks benches and tables.
- Cleans, sanitizes and services park restrooms.
- May be required to act as backup to the City's janitorial company.

ESSENTIAL FUNCTIONS (cont'd):

Parks Maintenance:

- Performs tree trimming and removal services, including pruning branches, grinding tree stumps to ground level, and removing trees safely and efficiently.
- Removes trash and debris from all park areas.
- Repairs and maintains upkeep of park benches and tables
- May be required to act as backup to the City's landscaping company.

Other:

- Maintain equipment and vehicles ensuring safety measures are adhered to.
- May be required to respond to after-hours emergencies.
- Perform heavy physical labor, including lifting, carrying heavy objects and shoveling.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.

KNOWLEDGE/SKILLS:

- Basic principles, practices, tools, and materials as they relate to the maintenance repair of infrastructure, facilities, systems, and other related items similar to those in a municipal environment.
- Basic plumbing maintenance, electrical and carpentry skills.
- Basic preventative maintenance techniques on vehicles.
- Safety procedures, practices, requirements and equipment in a work environment.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

EDUCATION/EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of one (1) year of general maintenance experience related to streets, facilities, parks, etc.
- Possession of a valid California driver's license, Class C, and a satisfactory (clean) driving record.
- Knowledge of and experience with application and finishing of asphalt and concrete and tools used with such materials, highly desired.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee

to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at, and below shoulder level.
- Ability to occasionally lift, carry, push and pull materials and objects up to 60 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Occasionally uses telecommunications equipment; drives motorized equipment/vehicles. Infrequently uses a computer.
- Occasionally sits; frequently stands or walks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently works in outside weather conditions and is exposed to wet and/or humid and dirty conditions.
- Occasionally works near moving mechanical parts and electrical hazards.
- Frequently works in contact with hazardous chemicals.

The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned.

HOURLY SALARY: \$17.002 - \$22.784 (Salary Range 151), plus benefits.

APPLICATION PROCESS: Download our employment application from our website at www.ci.guadalupe.ca.us and send to: City of Guadalupe, Attn: AMV/HR, P.O. Box 908, Guadalupe, CA 93434. Applications can also be faxed to: 805-343-5512 or emailed to: villegas@ci.guadalupe.ca.us

DEADLINE TO APPLY: Monday, March 12, 2018, by 4:30 p.m.

EMPLOYEE BENEFITS SUMMARY

- **Retirement:** California Public Employees' Retirement Systems (PERS) – the PERS benefit formula of 2% @ 55 is provided for employees classified as “Classic” members as defined by Public Employees Pension Reform Act (PEPRA). As of July 2, 2016 the City pays 3% of the employee portion of the PERS contribution. The employee pays 4%.

For employees hired one or after January 1, 2013 and classified as “new” members of CalPERS as defined by PEPRA, the PERS benefit formula is 2%@ 62. The employee and the City are responsible for paying one-half of the normal cost of the retirement plan. The City also participates in Social Security.

- **Medical:** The City offers both PPO and HMO medical plans. The City contributes monthly towards the medical plan, depending on the selected plan and level of coverage.
- **Dental & Vision:** The City offers dental and vision coverage. The City provides a monthly contribution of 75% of premium and the employee contributes 25% of premium.
- **Life Insurance:** Group term life insurance is provided. The City pays full premiums.
- **Vacation:** After one year of service, employee receives 10 days per year, increasing to 15 days after five year and 21 days after 20 years.
- **Holidays:** Employees receive 12 holidays per year, plus 1 floating holiday per calendar year for a total of 13.
- **Sick Leave:** Employees receive 12 days per calendar year.
- **Deferred Compensation:** Available to employees to set aside a portion of their salary on a pre-tax basis to supplement retirement.
- **Credit Union:** The City provides this benefit through the Santa Maria Employees Federal Credit Union.
- **Employee Assistance Program:** Confidential counseling and consultation service designed to help employees and eligible family members with a wide range of personal issues.