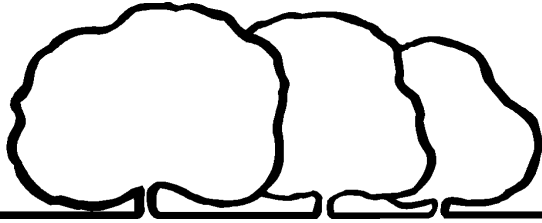


Supplemental Questionnaire **must** be submitted with the application by the final filing date to be considered

**FACILITY MAINTENANCE WORKER III
OPEN**



City of Woodland

HUMAN RESOURCES ~ 300 FIRST STREET ~ WOODLAND, CA 95695 ~ PH (530) 661-5811 ~ FAX (530) 661-5813

Posting Date: September 5, 2017

Final Filing Date: September 19, 2017

**THE CITY OF WOODLAND INVITES YOUR APPLICATION FOR
FACILITY MAINTENANCE WORKER III – FT**

Salary: \$3,848.22 - \$4,794.48 mo. plus Excellent Benefits

THE POSITION

To perform a variety of semi-skilled and skilled tasks in the maintenance of City-owned buildings, equipment and facilities. **The purpose of this recruitment is to fill a current vacancy in the Community Services Department, as well as establish an eligibility list for future vacancies.**

IDEAL CANDIDATE

The City of Woodland is seeking a self-motivated leader with excellent customer service and problem-solving experience. The ideal candidate will have:

- Experience as a facility maintenance worker for municipal buildings
- Vast general contracting experience
- Experience operating audio/visual equipment
- Experience supervising and training subordinate staff
- Ability to prioritize multiple tasks and projects simultaneously
- Ability to work independently, as well as be an effective team member

ESSENTIAL JOB FUNCTIONS

Maintain and repair City facilities, equipment, and building by performing a variety of semi-skilled and skilled carpentry, electrical, painting, plumbing, heating, air conditioning and mechanical repair work. Inspect building facilities to identify building maintenance and custodial needs; research and recommend effective solutions to maintenance and repair needs of the City. Inspect, determine, and perform preventive maintenance and minor repairs on assigned facilities and equipment. Assign routine and special tasks to subordinates; coordinates the work of contractors and other assigned staff with other City employees and contractors. Work cooperatively with others. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Operate a variety of equipment including power saws, power sanders, drills, paint sprayers, plumbing snakes and rodders, routers and grinders. Operate, maintain and repair a variety of mechanical equipment such as generators, engines and sump pumps. Determine quantity and types of supplies, materials, tools and equipment needed for maintenance programs and projects; arrange for purchase and procurement of same; assure that maintenance equipment and tools are kept in good working order. Read and interpret sketches, diagrams, drawings and blueprints. Assist in the research and implementation of department policies and procedures. Maintain time, material and equipment use records. Troubleshoot, maintain and repair the City's lock system. Perform work in emergency situations. Perform related duties as assigned.

QUALIFICATIONS

Education: High School diploma or equivalent.

Experience: Two (2) years of experience performing duties comparable to those of a Facility Maintenance Worker II.

License or Certificates: Required upon hire, possession of valid California Driver's License. Building Operator Certification is desired.

APPLICATION

Apply with a City of Woodland application by visiting www.cityofwoodland.org/employment or the Human Resources Office, City Hall, 2nd Floor, 300 First Street, Woodland, CA 95695. **Recruitment closes at 5:00 PM on Tuesday, September 19, 2017. Supplemental questionnaire must be submitted with application by the final filing date to be considered.** Résumés and cover letters are encouraged but will not be accepted in lieu of the application form. Postmarks will not be accepted.

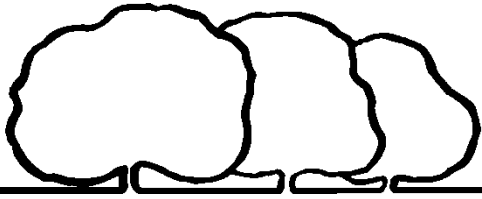
Review Process: Based on the information provided in the application documents, the best qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview or any combination thereof. Applicants will be required to take and pass a medical examination by a City of Woodland physician to insure their physical suitability to perform the assigned duties. If you have a disability that requires accommodation during the selection process, please notify Human Resources at least seven days prior to the event. Persons claiming eligibility for veterans' preference must submit a copy of Form DD214 by the final filing date of the recruitment.

Panel Interview is tentatively scheduled for Thursday, September 28, 2017.

BENEFITS

Salary:	\$3,848.22 - \$4,794.48 per month
Future COLAs:	Jan 2018 (1%), July 2018 (2%), and Jan 2019 (1%)
Retirement:	CalPERS Retirement System (2% @ 60 Formula for current CalPERS members and 2% @ 62 Formula for new CalPERS members) The City <u>does not</u> participate in social security
Deferred Comp:	Choice of deferred compensation plans
Medical:	CalPERS Medical Insurance Plans, including HMOs and PPOs City gives an allowance toward the cost of insurance
Dental/Vision:	City paid Delta Dental and Medical Eye Services
STD/LTD:	City paid wage protection for short term and long term disabilities
Life Insurance:	City provides \$50,000 life insurance policy
Supplemental Benefits:	Voluntary Supplemental Life, Cancer and Accident only insurances, and Flexible Spending accounts available
Vacation:	6.7 hours per month during first three years of service
Holidays:	12.5 paid holidays (including two floating holidays)
Sick Leave:	8 hours per month
Bilingual Pay:	\$200 per month upon certification
Safety Boots:	\$250 per year as reimbursement
Professional Growth:	\$625 per FY towards additional education or professional activities

**The City of Woodland hires only U.S. citizens and aliens lawfully authorized to work in the U.S.
The City of Woodland is an Equal Opportunity Employer**



**FACILITY MAINTENANCE WORKER III
SUPPLEMENTAL QUESTIONNAIRE**

The purpose of this supplemental application is to obtain enough job-related information to select the best qualified applicants to continue in the selection process. Completion of this form is a required part of the selection process and must be submitted with your employment application by the final filing date. **Candidates who do not complete this supplemental application will be eliminated from further consideration.** Content, clarity and completeness of answers are factors which will be considered in the evaluation process. Omitted information cannot be considered or assumed. Please limit your responses to no more than one page per question and do not provide any additional information or materials other than the information requested herein. Attach the answers to this supplemental application and number each answer accordingly. Please answer the following questions:

1. Do you possess a High School Diploma or equivalent?
2. Do you possess at least two (2) years of experience performing duties comparable to those of a Facility Maintenance Worker II?
3. Do you possess a Building Operator Certification? If yes, please provide date of certification.
4. Please describe your experience in each of the following areas, including number of years experience:
 - a) General Construction
 - b) Plumbing
 - c) Electrical
 - d) HVAC
 - e) Custodial
 - f) Painting
5. Please describe your experience maintaining facilities, with an emphasis on municipal facilities (if applicable).
6. Please describe your experience using and maintaining audio and visual systems, such as projectors, screens, and professional amplification systems.

7. Please describe your supervisory experience, including name of employer, number of years supervising and level/types of staff supervised.

I certify that the information I have provided is accurate and completed to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment with the City of Woodland.

NAME (Please Print): _____ DATE: _____

SIGNATURE: _____