



22 Orinda Way, Orinda • California • 94563

Facility Maintenance Worker I / II

\$4,548 – \$5,938/Month

Full-Time - 40 hours per week (schedule will include some evenings and weekends)

Final Filing Date: 5:00 p.m. Friday, July 26, 2019

Position

The City of Orinda is looking for a motivated, customer service-oriented individual to perform a variety of semi-skilled facility maintenance and repair work. This position is specifically designated to perform facility work at the Orinda Community Center, the Wilder Art and Garden Center, the Orinda Library, and other City facilities as necessary. This position will report to the Facilities and Parks Supervisor.

Primary duties of this position include:

- ❖ Maintain and/or repair City equipment and buildings, sports fields, landscaped areas, parks, by performing a variety of semi-skilled carpentry, irrigation, electrical, painting, plumbing, heating and air conditioning and mechanical repair work;
- ❖ Conduct basic electrical repairs and procedures, including replacing bulbs and ballasts, installing outlets, etc.
- ❖ Repair and replace plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from lines;
- ❖ Inspect fields and playground area; correct or report safety hazards and vandalism; clean and maintain parks, sports fields, paths, walkways, stairways, buildings and parks; pick up trash and litter;
- ❖ Clean restrooms, replenish supplies and empty waste receptacles;
- ❖ Prepare and groom sports fields for City activities such as softball, baseball and soccer;
- ❖ Open and set up rooms and facilities for a variety of community programs and events; lock and secure buildings and facilities
- ❖ Respond to questions and complaints from the public; carry out assignments in a non-disruptive manner in areas receiving heavy public use; and
- ❖ Perform other related duties as assigned.

Minimum Requirements:

Candidates with the following qualifications are encouraged to apply:

Education: Equivalent to a high school diploma; and

Experience: Three (3) years of experience in the full range of general, park, landscape maintenance or construction work; and

License and Certificate: Possession of a valid California Driver's License.

Special Requirements: *Essential duties require the following physical skills and work environment:*

General Information (925) 253-4200 (ph) (925) 254-9158 (fax)	Administration (925) 253-4220 (ph) (925) 254-2068 (fax)	Planning (925) 253-4210 (ph) (925) 253-7719 (fax)	Parks & Recreation (925) 254-2445 (ph) (925) 253-7716 (fax)	Police (925) 254-6820 (ph) (925) 254-9158 (fax)	Public Works (925) 253-4231 (ph) (925) 253-7699 (fax)
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Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb and lift 50 lbs.; exposure to heat, noise, outdoors, vibration, confining work spaces, chemicals, explosive materials, mechanical and electrical hazards; ability to travel to different sites and locations.

Application and Selection Process:

To be considered for this position, qualified job applicants are required to submit the following by the final closing date of this announcement:

- **Apply Online!** You can now apply online by visiting CalOpps.org.
- Please submit a resume with your application for the Facility Maintenance Worker I/II position

A limited number of applicants with the most desirable qualifications as determined by initial screening of application and supplemental documents will be invited to participate in an interview and testing process that will consist of a practical test and oral board interview. All applicants will be notified by phone or email if they are invited to participate further in the selection process.

Completed application materials must be submitted on the CalOpps.org website by 5:00 p.m. on **Friday, July 26, 2019**. For more information, contact Human Resources at (925)253-4214 or via email at humanresources@cityoforinda.org.

Pre-Employment Processes:

Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, conviction history check, as well as a medical exam including a pre-placement drug screen before hire.

Benefits Overview

This position is part of the General Employees' Unit and is represented by Teamsters Local Union No. 856. The following benefits are currently available to the position.

- ❖ **Medical Dental & Vision:** The City several medical benefit plan options for employee and family. The City contributes up to the cost of Kaiser maximum rate for employee and family. A medical in-lieu monthly amount is available for employees who can show proof of medical coverage for him/herself and all dependents. The City contributes the full family premium for dental and vision coverage.
- ❖ **Retirement:** The City contributes 13% of base salary to a 401(a) defined contribution plan. The City does not provide a defined benefit pension plan (i.e., CalPERS). The City does not participate in Social Security, except for Medicare premiums.
- ❖ **Deferred Compensation:** City participates in a 457 Deferred Compensation plan, and matches an employee contribution of up to 3% of base salary.
- ❖ **Leave Accruals:** In lieu of vacation and sick leave, City provides General Leave of 19 days during the first year of employment. Accrual is increased by one day for each subsequent year up to a maximum of 25 days.
- ❖ **Holidays:** Employees receive 12.5 paid holidays per year. This includes two (2) floating holidays.
- ❖ **Life Insurance, Long-Term Disability and SDI:** The City pays for a Life Insurance policy for an amount equal to annual salary, as well as the cost of the monthly premium for Long Term Disability. The City participates in SDI, which is fully funded by the employee.

❖ **Flexible Benefits:** The City offers a full Flexible Benefits Plan for out of pocket health care expenses and dependent care expenses.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Orinda is an Equal Opportunity Employer and does not discriminate against race, color, religion, national origin, age, sex origin or disability. In accordance with Federal law, the City of Orinda will only hire individuals who are legally authorized to work in the United States. Candidates with a disability which may require special assistance in any phase of the application or testing process should submit a request for accommodation with the application. Documentation of the need for accommodation must accompany the request.