

City of Saratoga invites your interest in the position

Deadline to apply is Sunday,
February 8, 2026, at 5:00 pm

About the City

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's historic downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. Saratoga residents place an emphasis on retaining the quality of the city's semi-rural ambiance. The City also is home to Montalvo Arts Center and the Hakone Estate & Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

Read more at Saratoga.ca.us



**View the Complete
Job Description**

Facilities Division Maintenance Worker I: \$34.48 - \$41.90 per hour Maintenance Worker II: \$38.08 - \$46.27 per hour Full-time, FLSA non-exempt

ABOUT THE POSITION

The Maintenance Worker performs a variety of tasks related to the care and maintenance of City facilities and equipment. There is currently one (1) vacancy which will be filled at either the Maintenance Worker I or II level, depending on the incumbent's training and experience.

The Maintenance Worker performs a variety of janitorial duties, including semi-skilled and unskilled carpentry, plumbing, electrical, painting, basic mechanical, and general building maintenance tasks; Operates various tools and facility equipment, including but not limited to carpentry tools, plumbing tools, HVAC and electrical testing equipment, and related equipment as required; Performs routine maintenance on facility equipment as needed, and other related duties.

The normal work week will be a 9/80 schedule (9-hour days Monday-Thursday, 8-hour Friday with every other Friday off).

The ideal candidate is a dependable, safety-conscious facilities maintenance worker who works cooperatively as part of a team to support the care and upkeep of City facilities. This individual has working knowledge and hands-on experience in general building maintenance and is proficient with common maintenance tools and equipment. In addition, this position will provide some administrative support to the Facilities Manager, including preparing and maintaining accurate records applicable to work assignments. The candidate should be comfortable using computers for email, Microsoft Word, and basic Excel to perform data entry. Strong written and verbal communication skills are essential. The successful candidate is organized, detail-oriented, customer-service oriented, willing to learn and apply established procedures, and adheres to safety requirements under appropriate supervision.

EXPERIENCE AND EDUCATION

Requires the equivalent to completion of the twelfth (12th) grade. Possession of, or ability to obtain, an appropriate, valid California driver's license upon appointment.

Maintenance Worker I: requires a minimum of one (1) year of experience in general building maintenance or other related areas.

Maintenance Worker II: requires a minimum of three (3) years of increasingly responsible experience in building maintenance or other related areas.



How to Apply

To be considered for this exciting career opportunity, please apply online through www.calopps.org (search word: Saratoga).

As part of your online application, provide the City with responses to the required supplemental questions. Applications that do not include supplemental question responses will not be considered. The most qualified applicants will be invited to participate in the testing process, which will consist of oral interviews.

Deadline to apply is Sunday, February 8, 2026, at 5:00 pm, but may close sooner if a sufficient number of qualified applications are received.



CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council/Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently more than one district may serve within the City's boundaries. Fire protection services are provided through special districts, and the City has formed collaborative relationships and established service contracts with other governmental agencies including law enforcement services through Santa Clara County Sheriff's Office, animal control services provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, and library services provided by Santa Clara County Library District. In addition, sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

The City's FY 2025/26 General Fund Operating and Capital Improvement Budget is \$51.7M and includes 56.6 full-time equivalent (FTE) positions. The City's organizational structure includes five departments: City Manager, Community Services, Administrative Services, Community Development, and Public Works.



COMPENSATION AND BENEFITS

The City of Saratoga provides excellent compensation and benefits. The salary for this position will be set at a step between steps 1 and 5 based on qualifications and experience of the selected candidate. The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

The attractive benefits package includes:

- CalPERS Retirement Plan: 2% at age 60 formula for "Classic Members" or 2% at age 62 formula for "New Members."
- CalPERS Health Insurance: Comprehensive HMO and PPO plan options available. The City contributes towards the full cost of the monthly health plan premium for the employee and eligible family members. The employee pays the premium amount above the City contribution as a pre-tax payroll deduction.
- Dental Insurance: Comprehensive in and out of network plan options available. The City contributes 100% of the dental premium.
- Life Insurance and Long-Term Disability
- Deferred Compensation: The City will match contributions to a deferred compensation account up to a maximum of \$150 per month.
- Paid Time Off (PTO): PTO is accrued at a rate of 22 days per year.
- The position is represented by the Saratoga Employee Association, affiliated with AFSCME Council 57.
- The complete summary of benefits can be [viewed online](#).

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