



TEMPORARY  
RECRUITMENT

## BUILDING MAINTENANCE WORKER II GENERAL

*40 hours per week, \$34.28—\$41.66 per hour*



**First review of applications:  
September 28, 2018**

---

## POSITION

The Maintenance Services Division of the Public Works Department is seeking an experienced Building Maintenance Worker II to provide maintenance support for all public facilities, such as City Hall, Historic Homes, Fire Stations, Police Department, Recreation facilities and Rental Housing.

This is a full-time (40 hours/week) temporary position.

## EXAMPLES OF DUTIES

- Build, assemble, transport, install, and/or repair facility furnishings and fixtures.
- Provide onsite coordination/consultation with and communication to outside contractors regarding the location and repair of systems and structures bordering the area involved in the contract work.
- Performs heavy equipment operation.
- Perform rough and finish maintenance carpentry and plastering on commercial, public, and residential buildings.
- Repair and replace doors, windows, building hardware, fencing and gates.
- Perform construction carpentry and cabinet-making.
- Maintain, repair, and construct roof systems.
- Perform general maintenance and repair work on glazing materials, floor coverings, ceramic tiles, and concrete and masonry work.
- Design, fabricate, and weld steel fixtures.
- Prepare, wash, sand, and patch surfaces to be painted or stained.
- Paint a variety of interior and exterior surfaces using brushes, rollers, and spraying equipment.
- Uses stain, varnish, and lacquer in finishing cabinets, countertops, doors, and other wood surfaces.
- Other necessary duties as required.

## REQUIREMENTS

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: High school diploma or equivalent, **and** four years of progressively responsible experience in the operation, maintenance and repair of building systems and components. Highly desirable traits: Building Maintenance work experience in a commercial environment, experience as a lead worker; and computer skills in word processing and database management.

A valid Class C California Driver's License is required at time of appointment.

The ideal candidate will:

- Possess knowledge of: Generally accepted construction and repair procedures and materials in the area of general building maintenance; building maintenance materials and their characteristics as well as the uniform codes (building, electrical) and technology; first aid and OSHA standards of safe work practices and safety equipment; and mathematics up to and including basic algebra.
- Have the ability to: Understand and carry out oral and written instructions; read and interpret plans, specs, blueprints, safety regulations and applicable codes; operate hand held electronic devices and personal computers; evaluate problems or situations and arrive at a logical decision; work independently; work under pressure; prioritize assigned work; identify and correct safety hazards; perform building maintenance work and manual labor; lift and carry objects safely; climb ladders to various heights, learn the operation of a forklift;

- learn the operation of heavy equipment; work effectively as part of a group; perform tasks in compliance with safe work practices and utilize safety equipment and Personal Protective Equipment as may be required by OSHA standards and the City of Fremont.
- Be skilled to: Properly perform a variety of maintenance and construction activities; operate hand and power tools commonly used in building maintenance; make use of proper lifting techniques; perform work on uneven, sloping, slippery and unpaved surfaces, on ladders, in crawl spaces, indoors and outdoors, with exposure to extremes in noise, temperature, weather and humidity, and in proximity to electricity and mechanical equipment; provide excellent customer service; operate a motor vehicle and other motorized equipment.

## COMPENSATION

The hourly rate is \$34.28 - \$41.66 depending on qualifications. An additional 15% will be added to the hourly rate in lieu of benefits.

## HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our online application system: [www.fremont.gov/tempjobs](http://www.fremont.gov/tempjobs)

The process may include individual and panel interviews, criminal history fingerprint check, reference check, medical evaluation, or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to the process.

## SELECTION PROCESS

The process may include a written exam, performance exam, individual and/or panel interviews, background investigation, fingerprint check, medical evaluation, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

### Tentative Recruitment Schedule

First Review of Applications: September 28, 2018

Written Exam: October 11, 2018

Performance Exam: October 25, 2018

Oral Board Interviews: November 1, 2018

**The City of Fremont is an Equal Opportunity Employer.**

Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance by calling

(510) 494-4660.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

### Human Resources Department

3300 Capitol Ave., Bldg. B

Fremont, CA 94538

(510) 494-4660



## **BUILDING MAINTENANCE WORKER II (GENERAL) - SUPPLEMENTAL QUESTIONNAIRE**

### **GENERAL INFORMATION:**

The completion of this supplemental questionnaire is required for your application to be considered for the Building Maintenance Worker II (General) position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Building Maintenance Worker II (General) position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

**Your responses must be verifiable with the information on your application.**

### **DIRECTIONS:**

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have performing general building maintenance duties, including: assemble, transport, install, and/or repair facility furnishings and fixtures; rough and finish maintenance of carpentry and plastering; and paint a variety of interior and exterior surfaces?
  - None
  - Less than 4 years
  - 4 years to less than 5 years
  - 5 years to less than 6 years
  - 6 years to less than 7 years
  - 7 years to less than 8 years
  - 8 years or more
2. What is your highest level of education?
  - Did not complete high school or equivalent
  - High school diploma or equivalent
  - Some college
  - AA degree
  - Bachelor's degree or higher
3. How many years of experience do you have performing general building maintenance in a commercial / residential environment?
  - None
  - Less than 4 years
  - 4 years to less than 5 years
  - 5 years or more