



THE CITY OF HAYWARD

is recruiting for an

EQUIPMENT SERVICE ATTENDANT



DEADLINE TO APPLY

**Wednesday, April 20, 2021
by 5pm**

Candidates are encouraged to apply online at:
www.hayward-ca.gov or
www.GovernmentJobs.com.

COMPENSATION

Monthly Salary
\$4,836 - \$5,621

Plus excellent benefits package:
See the 2021 Benefit Summary
on the City's Human Resources
webpage for more details.

THE SELECTION PROCESS

Candidates must submit a completed job application *and* a response to the Supplemental Questions. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a writing exam, practical exam and/or an oral interview.

The examination process will result in a ranked eligible register of candidates for hiring consideration by the department. The actual job offer will depend on the candidate's success in the departmental selection process.

With the Bay Area economy exploding, Hayward is fast becoming a regional nerve center for new development and building activity. Spanning from our pristine western shoreline to the attractive foothills to our east, Hayward is the picture of cultural, geographic and economic diversity. With a vigorous and growing "Advanced Industries" sector, which the Brookings Institute has identified as a primary engine of the new economy, Hayward and its 160,000 residents are building the future today. The successful candidate will occupy a unique position at the nexus of commercial, residential and industrial activity in the Bay Area.

THE POSITION

This position performs general housekeeping within the Fleet Management Division; repairs and installs tires; transports City vehicles; picks up and delivers automotive parts and fleet materials; performs minor maintenance and repairs of fleet assets.

THE DEPARTMENT

The mission of the Maintenance Services Department is to provide maintenance services of City streets and public landscaping areas, and provide operational management and capital replacement for our City fleet and facilities. The Department's emphasis is to enhance the quality of life for City residents, businesses, visitors, and City employees by supporting the City Council's priorities of a safe, clean, and green community.

DUTIES INCLUDE

Duties may include, but are not limited to, the following:

Sweep maintenance facility floors and adjacent areas; clean spills, shop tools and equipment, and empty trash barrels.

Assist in the maintenance and operation of all lubricant, oil and grease stations.

Perform all aspects of proper tire maintenance to include; mounting, dismounting balancing and installation on City vehicles and equipment.

Pick up and transport City vehicles, automotive parts and fleet materials to and from vendors, Hayward Fire and Hayward Police Departments, Hayward City Hall and the Corporation Yard.

Respond to road emergencies.

Perform minor repairs and maintenance on vehicles and equipment.

Perform minor maintenance and repair work of fleet tools and equipment.

Strip, harvest parts and prepare vehicles for auctions or major electrical installations.

Assist skilled mechanics in lifting and cleaning automotive and heavy equipment components.

A complete job description and list of duties can be found at www.hayward-ca.gov

ABOUT HAYWARD With over 160,000 residents, Hayward is the sixth largest city in the San Francisco Bay Area. It is centrally located 14 miles south of Oakland, 25 miles southeast of San Francisco, and 26 miles north of San Jose. This location makes the city a transportation hub with an extensive network of freeways, bus lines, two BART stations, an Amtrak station, and the Hayward Executive Airport. According to the 2010 census, Hayward is the second most ethnically-diverse community in California, which is apparent in its rich cultural events and diverse local businesses. The family-oriented community is home to Cal State East Bay, an historic downtown, and some of the best weather in the Bay Area.

MINIMUM QUALIFICATIONS

Any combination of equivalent experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities would be:

Experience

One year experience in the servicing and minor repair of automobiles or other mechanical equipment.

Education

Equivalent to completion of the twelfth grade.

Licenses and certificates

Possession of a valid Class C California Driver's License at time of appointment.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Knowledge of automotive nomenclature, tools, equipment and supplies.
- Knowledge of automotive maintenance, servicing and minor repair work.

Ability to:

- Ability to perform safe repair work and installation of tires.
- Ability to safely lift and move heavy items.
- Ability to operate a variety of City vehicles and equipment.
- Ability to work after hours and weekends, as necessary.

SUPPLEMENTAL QUESTIONS

Completion of this Supplemental Questionnaire is required for your application to be considered and is an integral part of the examination process. Writing 'see resume' or 'N/A' is not a sufficient response. The rating of the supplemental questions may determine application status and/or rank on the eligible list.

1. Do you have experience working in a vehicle/equipment fleet environment? If so, please describe the places you worked and the size and composition of the fleet.
2. Please describe your experience in the servicing and minor repair of automobiles or other mechanical equipment.
3. Please describe your experience performing proper tire maintenance to include mounting, dismounting balancing and installation on vehicles and equipment.

THE SELECTION PROCESS

Candidates must submit a completed job application online at www.hayward-ca.gov or www.GovernmentJobs.com. Paper applications can be obtained by contacting HR at employment@hayward-ca.gov. Application packets will be screened and candidates considered best qualified will move forward to a competitive recruitment process. The recruitment process may include a written examination, practical or performance examination, and/or oral interview. The recruitment process will result in an eligible register of candidates for hiring consideration by the department. The actual job offer will depend on the candidate's success in the departmental selection process.