



**CITY OF CONCORD**  
invites applications for the position of:

## **General Laborer / Maintenance Worker I**

**SALARY:** See Position Description

**OPENING DATE:** 11/15/19

**CLOSING DATE:** 12/09/19 05:00 PM

### **JOB CHARACTERISTICS:**

**\*\*\*OPEN & PROMOTIONAL JOB OPPORTUNITY\*\*\***

#### **General Laborer / Maintenance Worker I**

Do you enjoy working in an outdoor setting? Do you like working with great people? Are you excited by the possibility of every day being different? Do you enjoy working as part of a team? Are you self-motivated, energetic, responsible, reliable, detail-oriented, and customer service-oriented? If so, the City of Concord is looking for you!

The City is currently seeking to fill multiple General Laborer and/or Maintenance Worker I vacancies in the Public Works Department. The current vacancies are in the Infrastructure Division.

#### **Flexibly Staffed Classification Series**

The **General Laborer** and **Maintenance Worker I** positions are part of a Flexibly Staffed Classification Series. **Initial placement in either of the two classifications will be dependent upon qualifications.**

#### **Salary Information**

##### *General Laborer*

**\$16.87 - \$21.53 Hourly**  
**\$2,924.13 - \$3,731.87 Monthly**  
**\$35,089.60 - \$44,782.40 Annually**

##### *Maintenance Worker I*

**\$20.49 - \$26.15 Hourly**  
**\$3,551.60 - \$4,532.67 Monthly**  
**\$42,619.20 - \$54,392.00 Annually**

#### **Position Information**

##### **General Laborer** **Equipment, Methods & Guidelines**

Uses standard operating guidelines; shovels, rakes, hoes, small power mowers and other small power turf equipment, riding mowers, pneumatic tools, hedge clippers, lawn edgers, weed cutters, cultivators, garden vacuums, spray equipment, garbage compactor, and vehicles, including pick-up and dump trucks, and personal protective equipment.

To view the full job description for **General Laborer**, please see below or click [HERE](#)

### **Maintenance Worker I** **Equipment, Methods & Guidelines**

Use standard operating guidelines as contained in City and State reference manuals; material safety data sheets; computer; and use personal protective equipment. Incumbents typically use shovels, rakes, hoes, trowels; compressors, pneumatic tools including jackhammers, rotary motors, concrete saws, portable power tools, hand tools; and operate tractors with attachments, and pickup, dump, tank and utility trucks. Some incumbents use asphalt spreader and spray equipment, street rollers, and concrete finishing hand tools (Streets); hydro-jet cleaners, rodding equipment and shoring equipment (Streets and Sewers); closed circuit television inspection units, pumps, and ventilation equipment (Sewers); aerial boom truck, hydro-sandblaster, spray painting equipment, and epoxy equipment, including bituminous and thermal plastic applicators (Traffic Safety/Signals); pantograph engraving machines, sand blaster, table saws, routers, pressure washer, spray paint equipment, sanders, portable air compressor, dust recovery system, vacuum waste recovery system, traffic control arrow boards, lift and aerial boom, spill booms, shop tools and powder actuated tools (Building Maintenance).

### **Street Maintenance - Maintenance Worker I**

1. Repairs street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; and dumping, spreading, shoveling, raking, tamping, and rolling asphalt for street patching and resurfacing.
2. Breaks up and removes concrete; lays out and builds sidewalk, curb and gutter forms; mixes, places and tamps concrete; levels, smoothes, and shapes concrete surface; finishes concrete surface texture to specified grade and contour.
3. Clears and rods debris and weeds from street rights-of-way and storm drainage facilities; clears hazardous and other spills; repairs, replaces, or installs culverts, drain pipe, surface drainage channels, and catch basins.

### **Sewer Maintenance - Maintenance Worker I**

1. Replaces underground sewer lines; installs, repairs or cleans manholes; locates, clears or repairs sewer stoppages or leaks.
2. Flushes, rods, and clears debris from sewer lines.
3. Checks pump station equipment for proper operation; performs recurrent preventative maintenance such as cleaning, lubricating, and making minor repairs to equipment; collects samples of potentially contaminated refuse for testing.

To view the full job description for **Maintenance Worker I**, please click [HERE](#)

### **SELECTION PROCESS**

1. Submit a completed City of Concord application and the required supplemental question responses online at [www.cityofconcord.org](http://www.cityofconcord.org) by **5:00 p.m., Monday, December 9, 2019**. Only application materials submitted online during the filing period will be accepted.
2. All qualified applications and supplemental responses will be competitively evaluated, and those candidates demonstrating the best qualifications for the position will be invited to participate in the written examination, which is scheduled to take place in on **Tuesday, December 17, 2019**. You will be contacted via email the week of December 9, 2019, if you are selected to participate in the written examination. If you are selected to participate in the testing process and are unavailable, we regret that we will not be able to reschedule you.
3. All candidates that pass the written examination will be placed on the hiring list, based on rank, for further consideration to fill the current regular vacancies, as well as others occurring over the next 12 months. (You will be contacted by the hiring department directly if you are selected to participate in a departmental and/or final interview.)

**IMPORTANT:** Contact with candidates will primarily be via email. Make sure you list a current email that you check regularly on your application.

## GENERAL LABORER JOB DESCRIPTION

### Purpose

To perform physical laboring tasks to assist with basic groundskeeping in the maintenance or alteration of landscaped or other areas, or with public works maintenance and construction activities; performs related and other work as required, all within the context of the City's Mission, Vision, Values Statement and a strong and progressive customer service orientation.

### Equipment, Methods & Guidelines

Uses standard operating guidelines; shovels, rakes, hoes, small power mowers and other small power turf equipment, riding mowers, pneumatic tools, hedge clippers, lawn edgers, weed cutters, cultivators, garden vacuums, spray equipment, garbage compactor, and vehicles, including pick-up and dump trucks, and personal protective equipment.

### Working Conditions

Typical field positions involving exposure to variable weather, traffic conditions, noise, vibrations, and noxious odors.

### Physical Demands

Work includes heavy lifting (typically up to 100 lbs.); prolonged periods of standing, stooping, reaching, crawling, and climbing.

### Supervisory Guidance Received/Given

Supervision received consists of oral and some written instructions intended to define objectives and problems and to prescribe detailed methods for achieving objectives. Typically assigned to support and assist and will receive direction from a person in a higher classification. The degree of supervision received when supporting or assisting will be dependent on demonstrated progress in learning tasks. No supervisory responsibilities are assigned to the General Laborer.

### Distinctions

The General Laborer is an entry level position. It is distinguished from the Maintenance Gardener, Landscape Gardener, Parks Lead Worker, Public Works Lead Worker, Heavy Equipment Operator I and II, Maintenance Team Leader and Sr. Maintenance Team Leader, and similar classifications, by the nature and scope of assigned tasks and the limited ability to act independently when supporting and assisting a higher classification. May be provided learning opportunities for tasks to prepare for advancement and, once tasks are learned, may be assigned to perform with a lesser degree of supervision.

### EXAMPLES OF DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Loads and unloads trucks or assists in moving or placing materials, supplies, and equipment.
2. Digs holes and trenches and assists in planting lawns, plants, shrubs, and trees.
3. Waters lawns, plants, shrubs, and trees.
4. Mows and trims lawns.
5. Pulls, cuts, spades, or hoes weeds, and cultivates soil around plants, shrubs, and trees.
6. Rakes leaves, lawns, cultivated areas, or golf course sand traps.
7. Clears and cleans roadsides, gutters, culverts, catch basins, and other drainage facilities.
8. Picks up rubbish and litter; cleans sidewalks, driveways, and parking areas; keeps restrooms, play equipment, and picnic and recreation facilities clean and orderly; and does general grounds cleaning.
9. Drags play fields and places line markings.
10. May do simple pruning of shrubs and trees and works on grounds in tree and brush trimming operations, gathering and feeding tree and brush trimmings into a power chipper.
11. May assist in fertilizing and spraying lawns, plants, shrubs, and trees.
12. Assists in sprinkler repair or alteration.
13. Assists in breaking up paved areas and preparing surfaces for paving; or in mixing and pouring concrete and in the placement of forms.
14. Assists in filling paint supply tanks, moving and placing stencils or traffic warning devices, and in placing posts and mounting signs.

15. Assists in removing debris from sewers and in pulling, cleaning, repairing, or inspecting equipment through sewer lines.

## QUALIFICATIONS:

### **GENERAL LABORER**

#### **Knowledge and Abilities**

**Knowledge** of the purpose and use of common hand and portable power tools used in grounds or public works maintenance activities.

**Ability** to perform physical work requiring coordination, agility, strength, and stamina; to understand and carry out oral and simple written instructions; to learn the duties of the position and the operation of hand and portable power tools; and to establish and maintain cooperative and effective relationships with those contacted in the course of work.

#### **Education/Experience**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Generally this will require:

**Education:** Completion of the twelfth grade or the equivalent.

**Experience:** None required.

#### **OTHER:**

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

The City of Concord is an Equal Opportunity/Veteran's Preference Employer.

The provisions of this bulletin do not constitute a contract, express or implied and any provisions contained in this bulletin may be modified or revoked without notice. It is a policy of the City to refuse to consider a person for a position whenever that person's relationship to an employee, elected or appointed official, or member of a board or commission has the potential for creating adverse impact on supervision, safety, security, or morale, or involves a potential conflict of interest.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofconcord.org>

Position #2019-00065

GENERAL LABORER / MAINTENANCE WORKER I  
KC

1950 Parkside Drive  
Concord, CA 94519  
925-671-3308

[Jobs@cityofconcord.org](mailto:Jobs@cityofconcord.org)

## **General Laborer / Maintenance Worker I Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

Yes

No

- \* 2. Which best describes your highest level of education?

Some high school

High school or GED

Some college

- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree
- None - N/A

\* 3. How many years of work experience do you have in field construction or maintenance work? (No work experience is required for the General Laborer position.)

- Less than 6 months
- 6 months to less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 or more years

\* 4. Have you received related vocational training in construction technology? (No vocational training is required for the General Laborer position.)

- Yes
- No

\* Required Question