



ABOUT MILL VALLEY PUBLIC WORKS

Mill Valley is a full-service city located 10 miles north of San Francisco and has a rich history with engaged residents. Mill Valley is primarily a suburban community, with a thriving downtown and distinctive residential neighborhoods. The City's approximately 14,000 residents live in a 4.8 sq. mile area.

Public Works includes the divisions of Engineering, Operations (Building, Parks, Streets and Sewers, and Fleet Maintenance). With the complement of 47 staff, a \$5.6 million operational budget, and oversight of the \$30 million 5-year Capital Improvement Program, the department offers a full range of services and support for residents, businesses, and City departments.

ABOUT THE POSITION

Under close supervision, the Seasonal Operations Aide provides entry-level support to an assigned division of the Public Works Department. This temporary role (up to 180 days) offers hands-on experience in operations, assisting staff with tasks such as maintenance, repair, cleaning, construction, and light equipment use. Duties may vary by program area and can include manual labor and tool handling.

Examples of Essential Job Functions include:

- Under direction, assist in the maintenance and upkeep of City facilities including but not limited to: parks, fields, SLP's, streets, buildings, sewers, pools, playgrounds, and others.
- Under direction, assist in the construction or installation of City infrastructure such as curbs, sidewalks, paths, railings, stairs, signs, etc.
- Under direction, prepare and maintain work sites with safety in mind, including proper cordoning, clearance, traffic safety, and the like.
- Prepare and maintain equipment for use; clean and store equipment; shuttle and deliver equipment as directed.
- Perform research and data collection.

Parks Division seasonal responsibilities may include: trash collection, graffiti removal, weed removal, irrigation repairs, operating battery powered blowers, weed trimmers, hedge trimmers, mowers and other equipment and tasks as needed to maintain City parks, landscapes, vegetation, trees and additional tasks as needed.

Streets Division seasonal responsibilities may include: trash collection, graffiti removal, drainage facility clearing and repairs, street sign repairs and replacement, road and curb paint work, pothole repairs, asphalt repairs and additional tasks as needed.



MINIMUM REQUIREMENTS

We're looking for a reliable, safety-conscious team player with a positive attitude who's eager to learn by doing and support the Mill Valley community. If you enjoy working outdoors, using tools, staying active, and want to build hands-on skills in public works, this is a great opportunity to make a real impact while being part of a supportive and hardworking team.

HOURLY RATE

\$19.00 - \$30.00/Hourly DOE

APPLICATION INSTRUCTIONS



APPLICATION DEADLINE: Sunday, June 1, 2025 @ 5:00 PM

1. Utilize the QR Code above or go to: <https://www.calopps.org/mill-valley/job-20617798>
2. Please fill out all sections of the CalOpps.org application and also upload your Cover Letter and Resume.
3. See 'Special Instructions' section of the CalOpps.org website for paper application instructions.

RECRUITMENT CONTACT

Human Resources Analyst Annie Bricca
(415) 384-4835 or abricca@cityofmillvalley.gov

The City of Mill Valley is an Equal Opportunity Employer.