



## Background

The City of Citrus Heights is seeking a Maintenance Worker I/II to support the General Services Department in the areas of buildings and grounds maintenance at its Civic Center complex. The General Services Department provides engineering services, maintains the City's infrastructure, and administers all public works contracts and capital improvement projects. The City's General Services Department is a non-traditional public works organization in that many of the services are provided through outside contracts. The Maintenance Worker I/II position is responsible for assisting in the maintenance of the City's facilities, grounds, vehicle fleet and landscaping in addition to assisting with general maintenance or service requests throughout the City on an occasional basis.

## The Position

The Maintenance Worker I/II position will be assigned to the Facility and Grounds Division and the Facility and Grounds Manager will provide direct supervision. Daily lead direction will be provided by a Senior Maintenance Worker while the Maintenance Worker I/II are learning the full scope of the job duties and task. The Maintenance Worker I/II are responsible for performing general maintenance, upkeep and repair of the City's grounds, facilities, and vehicle fleet. In addition, the position will assist with implementation of improvements and changes to the City's campus infrastructure by performing semi-skilled work such as plumbing, irrigation, and construction as needed.

This position will also assist with responding to general citizen concerns or issues in the community or other department maintenance needs. The Maintenance Worker I/II may assist with general maintenance throughout the City, including lighting and landscaping areas; medians and public right-of-ways, bus stops, and other areas of business district or residential areas. The Maintenance Worker I/II may also assist with graffiti clean up and responds to general service requests in the community as needed. The Maintenance Worker position is required to participate in the "On-Call Program" which requires after hours and weekend response to emergency situations generally related to flooding or street issues. Due to the nature of the response after hours, the Maintenance Worker I/II position is required to be able to report to the City of Citrus Heights within one-hour or less.

## Ideal Candidate

- Be able to perform basic maintenance duties and learn the full scope of the responsibilities of the position.
- Demonstrates an ability to problem solve and identify and interpret work orders.
- Has the ability to properly and safely operate vehicles and large pieces of equipment.
- Has the ability to walk, bend, squat, climb, kneel, and twist while performing full scope of duties.
- Performs simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of at least 50 pounds.
- Has the ability to safely use and care for tools needed for maintenance projects.
- Work hours necessary, including evenings and weekends to meet the needs of the agency and the community.
- Has the ability to work scheduled and emergency overtime, and occasional weekend work.
- Focuses work effort to carry out the City's Customer Service philosophy of actively listening, addressing customer concerns, and providing services at a level that exceeds customer expectations.
- Thrives in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Identifies and generates "a better way of doing things" by viewing issues or problems as opportunities for improvement rather than as obstacles.
- Treats all individuals encountered, equally and with respect, basing actions on honor and ethics.

## Minimum Qualifications

A summary of the minimum qualifications for the position is listed below.

- **Experience and Training:** No experience is required, but at least one year of relevant experience is desirable.
- **Education:** Equivalent to the completion of the twelfth grade.
- **License:** Possession of, or ability to obtain, a valid California driver's license and proof of automobile liability insurance are required.
- **Certificate:** Ability to gain certification or training in various specialized maintenance, construction and emergency tools and procedures as required by CalOSHA and as deemed necessary by the agency.

## Maintenance Worker I/II Full-time

**\$19.1210 – \$27.0064 per hour  
Plus Excellent Benefits**

**Close: Wednesday, March 28, 2018  
at 5:00 p.m.**

## Benefits

The hiring salary may be set anywhere within the salary range, based on a candidate's experience and current compensation. The City offers first class benefits, including: CalPERS retirement (employee pays full member contribution), 136 hours of Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; a substantial monthly City contribution toward health insurance, and if alternative group health care coverage is demonstrated, a \$600/month cash-out may be added to salary or deferred compensation; and fully paid family dental, family vision, life, and long-term disability insurance. The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI).

## Application Process

To be considered for this position, you must submit a completed, official City Employment Application and response to supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting [www.CalOpps.org](http://www.CalOpps.org) to complete the City Employment Application. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application by visiting [www.citrusheights.net](http://www.citrusheights.net) and downloading the application, or you may request an application by calling the City's Recruitment Hotline at (916) 727- 4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application and resume to: City of Citrus Heights/Human Resources, Attention: Maintenance Worker I/II Recruitment, 6360 Fountain Square Drive, Citrus Heights, CA 95621. **No faxed or emailed documents will be accepted.**

## Schedule and Examination/Selection Process

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City may be invited to the next step(s) of the process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in a first interview and potentially a second interview. The finalist(s) identified at the departmental interview will be subject to a thorough background and reference check process, including a Live Scan fingerprint criminal history check. Upon completion of this process a conditional offer of employment may be made. Following the conditional offer, the finalist must pass a medical examination (including drug test) conducted by a City-appointed physician and if this is successfully completed, a final offer of employment may be made.

## Method of Communication

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers

## ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

*This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.*

*It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.*