



City of Sunnyvale  
**Senior Maintenance Worker**

<b>SALARY</b>	\$38.08 - \$48.60 Hourly	<b>LOCATION</b>	Sunnyvale, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	23-00222
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Street Maintenance
<b>OPENING DATE</b>	04/18/2024	<b>CLOSING DATE</b>	5/13/2024 5:00 PM Pacific

## Description

**SENIOR MAINTENANCE WORKER**  
**Street Operations Division**  
**Regular Full-Time Employment Opportunity**

The City of Sunnyvale's Department of Public Works is recruiting for two Senior Maintenance Worker positions within the Street Operations division. One Senior Maintenance Worker position will be assigned to the pavement team responsible for maintenance, repair, sweeping and cleaning of City streets, curbs, gutters, and similar right-of-way infrastructure. One Senior Maintenance Worker position will be assigned to the traffic markings and signs team responsible for a variety of tasks involving installing and maintaining traffic signs, painting pavement markings and striping, and repairing concrete sidewalk for the city. This classification reports to a Public Works Supervisor and receives assignments related to the above-mentioned maintenance tasks.

Under general direction, performs skilled manual tasks in the maintenance of streets, street lights, and supporting facilities; operates motorized equipment; leads small field crews; does related work as required. Members of this classification will normally be assigned to a street, lighting or concrete crew.

### **DISTINGUISHING CHARACTERISTICS**

Employees in this class must have the demonstrated ability to operate, on a production basis, moving equipment such as front-end loaders, backhoes, rollers, spreader boxes, paint strippers, cranes, and personnel lift trucks. Senior Maintenance Workers will perform some of the duties of the higher-rated Heavy Equipment Operator and some of the duties of the lower-rated Maintenance Worker II. They are distinguished from the higher classification of Heavy Equipment Operator in that their duties involve less leading of crews and less proficiency in equipment operation, and from the lower classification of Maintenance Worker II by the fact that they occasionally lead small crews and are expected to operate equipment such as backhoes, sweepers, and loaders which is not expected of Maintenance Worker II's.

### **Essential Job Functions**

*(May include, but are not limited to, the following):*

- Incumbents will perform essential functions listed below related to the specific crew to which they have been assigned.
- Services and makes running adjustments to equipment used in the performance of assigned tasks.
- Operates equipment such as air compressors and jackhammers; and motor vehicles such as trucks, loaders, oilers, paint strippers, backhoes, fork lifts, and other similar maintenance or construction equipment.
- Performs a variety of skilled tasks related to repair and maintenance of City streets, including pavement, traffic signs, and other structures.
- Repairs and maintains street lighting systems by performing such tasks as bulb replacement and other minor repairs or adjustments.
- Works with concrete and asphalt materials.
- Operates cutting and welding equipment, and thermo-plastic equipment.
- Interprets maps and plans.
- Leads small crews.

## **OTHER FUNCTIONS**

- May operate street sweeper.
- Provide information to Public Works Supervisor regarding performance of subordinates.
- Performs other duties, as required.

## **WORKING CONDITIONS**

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 70 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat and cold. The incumbent may be exposed to fumes, dust chemicals, and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and work in heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

The base salary for this classification includes pay for potentially hazardous duties as listed in the essential job functions.

## **Minimum Qualifications**

### **Education and Experience**

The minimum qualifications for education and experience can be met in the following way:

Graduation from high school or tested equivalent AND three years of construction or maintenance experience equivalent to the type of work performed by a municipal public works department.

### **Knowledge of:**

Principles and practices of worker safety;

### **Skill in:**

Operating and using equipment and tools employed by the division to which assigned including, but not limited to, front-end loaders, backhoes, rollers, spreader boxes, paint striping machines, and related equipment.

### **Ability to:**

Provide technical and functional supervision over assigned staff; effectively train staff.

### **Licenses/Certificates:**

Possession and continued maintenance of a valid California Class B Commercial Driver's License with a Tanker endorsement and a safe driving record.

### **DESIRABLE QUALIFICATIONS:**

California Class A Commercial Driver's License with a Tanker endorsement.

## **Application and Selection Process**

### **APPLICATION PROCESS**

The application period closes on **Monday, May 13, 2024 at 5:00pm** (postmarks or faxes are not accepted). Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted online through the City's employment page at <https://sunnyvale.ca.gov>, and click on 'City Jobs'. Late or incomplete applications will not be accepted.

### **EXAM PROCESS**

Applications will be competitively screened based on the minimum qualifications of this position. **Based upon a review of the application materials, the most qualified candidates will be invited to participate in the oral examination process scheduled for Wednesday, May 29, 2024.** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

### **SELECTION PROCESS**

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the department tentatively scheduled for Thursday, June 6, 2024.**

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

### **INFORMATION ABOUT PROOF OF EDUCATION**

Any successful candidate, selected by the hiring department will be required to submit proof of education (i.e. original copy of the diploma or college/university transcripts).

**A valid California Class B driver's license and a safe driving record is required for this position at the time of appointment. Should you move forward to be hired for this position, you will be required to turn in a current copy of your DMV driving record.**

### **ADDITIONAL INFORMATION**

**Positions in this job classification are represented by the [Sunnyvale Employees Association \(SEA\)](#).**

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job](#) - YouTube (5:13)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

*The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.*

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**Agency**

City of Sunnyvale

**Address**

456 W. Olive Avenue

Sunnyvale, California, 94086

**Phone**

408-730-7490

**Website**

<https://sunnyvale.ca.gov>

## Senior Maintenance Worker Supplemental Questionnaire

### \*QUESTION 1

**Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

***Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.***

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

**Your responses to the questions that require you to detail your background and experience should include the following information:\***

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

**\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes

No

#### **\*QUESTION 2**

Do you have a high school diploma or an equivalent (GED)?

Yes

No

#### **\*QUESTION 3**

A valid Class B California Driver's License with a Tanker endorsement is required for this position. Do you have a valid Class B or Class A California Driver's License with a Tanker endorsement and a safe driving record?

Yes

No

#### **\*QUESTION 4**

Do you have at least three years of construction or maintenance experience repairing City streets, including pavement, traffic signs, and/or other structures? In your response, please include where you gained this experience and the specific duties you were responsible for. If you do not have this experience, please indicate N/A below.

#### **\*QUESTION 5**

Please describe your experience maintaining traffic signs, painting traffic striping and markings, repairing concrete sidewalks and/or other structures. In your response, please include where you gained this experience and the specific duties you completed. If you do not have this experience, please indicate N/A below.

#### **\*QUESTION 6**

Please describe your experience related to the construction, maintenance and repair of streets. In your response, please describe any tools or equipment you've used that demonstrate your knowledge and experience in this area. If you do not have this experience, please indicate N/A below.

\* Required Question