



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

BUILDING MAINTENANCE WORKER #25A-75

SALARY:

\$7,505 – \$9,121 / Monthly

Opens: 10/6/2025

Closes: 10/27/2025 *OR upon receipt of
first 50 applications*

*Interested in joining the
Redwood City team?*

Submit your application via:

www.CalOpps.org

Selection Process

Practical Exam tentatively scheduled for
Wednesday, December 3, 2025

Oral Board Panel Interview
tentatively scheduled for

Wednesday, December 10, 2025

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.



WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of *excellence, integrity, service, collaboration, inclusion, and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Building Maintenance team that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE POSITION

The City of Redwood City, Public Works Department invites you to apply for the position of Building Maintenance Worker position. The Building Maintenance Worker positions in this class are assigned a variety of tasks in the building trades. Although work requires the use of journey level tools and the ability to perform tasks in several of the crafts, the skill required in any one field is normally less than would be required of a journey level worker in that field. Technical supervision may be regularly exercised over one or more helpers.

Typical duties may include:

- Assist in a variety of **carpentry** and building maintenance tasks for municipal facilities. Keep accurate and timely records of building maintenance activities utilizing a computer work order system.
- Install, maintain, and repair **plumbing** systems and a variety of plumbing fixtures such as drinking fountains, faucets, sinks, toilets, water heaters, and aquatic facilities.
- Unstop drains and toilets.
- Use computerized/electronic equipment as required.
- Solicit bids and order parts and materials (**purchasing**) as needed
- Repair, install, and construct walls, cabinets, countertops, and other wood equipment and fixtures.
- Perform hand and bench work, operating table saw, miter saw, drill presses, skill saws, and other woodworking machinery.
- Maintain and repair structures such as barricades, fences, scaffolds and playground equipment and perform maintenance and repair on park and other City structures.
- Make **repairs** on doors, windows, floors, lockers, gates, roofs, and ceilings.
- Construct new walls, ceilings, and flooring.
- Prepare surfaces for **painting**, wallpapering, or staining and remove graffiti.
- Apply paint to building interiors and exteriors, fixtures and equipment. Prepare and paint or stain cabinets, doors, woodwork and other surfaces.
- Assist in general **facility maintenance** duties as required

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BENEFITS The successful candidate will enjoy the following benefits:

- **Public Employees Retirement System (PERS)** 2%@60 for current members, 2%@62 for new members
- Opportunity to select from a variety of **health plans** that are administered by PERS; Maximum City contribution is \$2,598.76/month
- **Dental & vision** insurance City pay 95% of premium
- **Life Insurance**
- **Vacation** leave: 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 18 days per year
- **Bereavement Leave:** Up to 5 days
- **Fitness Center:** Access at City facilities
- **Education Reimbursement Program** up to \$1,500 annually
- **Commuter Program:** City matches up to \$100/month on commuter expenses.

: All applications will be reviewed for completion, relevant education, experience, training and other job related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates

- Repair, replace, and maintain **electrical** wiring, fuses, switches, motors, generators, lighting systems, and other fixtures and equipment
- Train and assist less experienced personnel.
- Perform basic preventive maintenance and repairs to heating, ventilation and air conditioning (HVAC) equipment.
- Perform work with a record of regular attendance and punctuality.

THE IDEAL CANDIDATE:

Will have worked in areas such as ***carpentry, electrical, HVAC, plumbing, building maintenance & repairs.*** Will embrace the City's emphasis on ***excellent customer service;*** be detail-oriented and able to ***manage multiple tasks between skill areas;*** will use initiative and independent judgement; will be a team player who likes working with a variety of City staff and the public and have a sense of humor.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

Training, Education & Experience

- Equivalent to completion of the twelfth grade supplemented by specialized courses in building construction and maintenance.
- Two years of building maintenance and construction work involving a range of skills, activities and equipment.

License and Certification:

Incumbent may be required to travel between various locations during their scheduled work shift and drive vehicles used to transport materials, tools, and equipment.

- Possession of, or ability to obtain, an appropriate, valid CA driver's license.

Knowledge of:

- Methods, materials, tools and equipment used in rough and finish carpentry and cabinet making.
- Basic practices and procedures of electrical work.
- Methods, materials, tools and equipment used in plumbing work.
- Methods, material, tools and equipment used in facility heating, ventilation, and air conditioning systems.
- Methods, materials, tools and equipment used in general building maintenance work.
- Safety principles and practices used in building maintenance work.
- Use and maintenance of a variety of power and hand tools.
- Methods, materials, brushes, tools and equipment used in the painting trade.

Ability to:

- Perform skilled maintenance and repair work at the journey level in one or more of the following trades: carpentry, plumbing, electrical and painting.
- Use and care for tools, supplies, and materials required in the work.
- Use computerized/electronic equipment as required.
- Read and understand blueprints, construction drawings and schematics.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

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- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift heavy objects; exposure to noise, outdoors, confining work space, electrical hazards, and mechanical hazards.

Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. DOJ Fingerprint Check
4. Physical Examination
5. References

Note: Internal candidates may be required to complete the above-mentioned requirements.

Special Instructions: A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

**SUPPLEMENTAL QUESTIONNAIRE
BUILDING MAINTENANCE WORKER #25A-75
CITY OF REDWOOD CITY**

Please provide answers to the following questions. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Please describe your carpentry experience or provide an example of a carpentry project you worked on and the role you played in completing the project.
2. Please describe your experience working with electrical systems and repairing, replacing, and maintaining electrical wiring, fuses, switches, motors, generators, or lighting systems.
3. Please describe your experience working with commercial heating, ventilation, and air conditioning (HVAC) systems within medium-large sized facilities.
4. Please summarize your experience with installing, maintaining, and repairing plumbing systems and a variety of plumbing fixtures such as drinking fountains, faucets, sinks, toilets, or water heaters.
5. Do you possess or able to obtain a California valid driver's license?
☐ Yes ☐ No

The City of Redwood City is proud to be an Equal Opportunity Employer!

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*

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