



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<http://www.sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Maintenance Worker I**

An Equal Opportunity Employer

SALARY

\$26.55 - \$33.88 Hourly \$2,124.00 - \$2,710.40 Biweekly \$4,602.00 - \$5,872.53 Monthly
\$55,224.00 - \$70,470.40 Annually

OPEN DATE: 11/29/17

CLOSE DATE: 12/14/17

THE POSITION

**MAINTENANCE WORKER I
REGULAR FULL-TIME EMPLOYMENT OPPORTUNITY**

The current vacancy is in the Streets Operations Division of the Department of Public Works. This eligibility list may be used for future vacancies within the City. This position opens on Wednesday, November 29, 2017 and the final filing date is Thursday, December 14, 2017 at 5:00 p.m. or upon receipt of 100 qualified and complete applications, whichever is first.

A copy of your California Department of Motor Vehicles (DMV) record printout is required for this position. The due date to submit your DMV record printout is the same as the application deadline - December 14, 2017 at 5:00 p.m. Your DMV printout must be current, dated within 30 days of your application. California DMV driver record printouts may be obtained online from the [California DMV](#). If you are an out of state applicant, please submit a copy of your state's DMV printout.

About this position: This position serves on a Streets Maintenance crew which performs, but is not limited to, the following: asphalt repairs, application of both slurry seal and double chipseal re-surfacing, traffic sign and markings maintenance and installations, and various right-of-way maintenance tasks and repairs. This position performs semi-skilled and unskilled manual labor tasks on a daily basis. This eligibility list may be used for future vacancies within the City.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I is the entry and training level of the series. Under supervision and in a training capacity, incumbents are assigned routine, unskilled maintenance tasks while learning the basic construction and maintenance trades as necessary for the specific division to which assigned. Incumbents generally work as a member of a crew, but may be given independent assignments.

For the Maintenance Worker I/II job description, please click here: [Job Description](#)

ESSENTIAL JOB FUNCTIONS

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

General:

- Loads, unloads and operates pick-ups and trucks to transport maintenance supplies and materials.
- Places traffic control flags, signs and cones to direct traffic around work sites; may direct traffic.
- Uses general carpentry and mechanical hand tools such as brooms, rakes, shovels, ladders, hammers, screwdrivers, pliers, saws, drills and wrenches.
- Operates equipment such as air compressors, pneumatic hammers, power activated hammers, chain saws, concrete saws, pipe cutters, sprayers, compactors, forklifts, painting and spraying equipment and rollers.
- Performs routine maintenance and repair of hand and power tools.
- Tactfully responds to questions and comments from the public.
- Responsible for the safe operation of equipment and tools used.
- Understand and carry out oral and written directions.
- May prepare and keep written records and make material and equipment requests.
- May, under direction and on an irregular basis, operate equipment such as backhoes, front-end loaders and trucks.

In addition to the general duties listed above, the following duties are also performed in the Street Operations Section. As a member of a crew, incumbents participate in the following crew activities, independently performing certain tasks as assigned:

- Shovels, rakes and spreads dirt, sand, gravel, asphalt and other materials.
- Clears debris, brush and weeds from ditches, culverts and other City facilities.
- Participates in digging, widening and backfilling trenches and other excavations.
- Spreads and rakes gravel or asphalt in the patching and resurfacing of streets.
- Breaks up and patches asphalt and concrete surfaces.
- May occasionally perform simple fabrication and repair of equipment, tools, parts and accessories, at times using arc and gas welding.
- Respond to sidewalk and curb damage calls, including evaluating the severity, measuring and marking the damaged concrete, and cataloging the location for follow-up work.
- Assist in sign mounting and repairs, graffiti removal and clean-up, participating on striping, thermoplastic and legend removal and placement crews.
- Provide support in street lighting maintenance, including bulb and ballast replacement, inspection of lighting facilities, pulling wire through conduit, and responding to calls for service, including coordination and follow-up with utility company when necessary.

In addition to the general duties listed above, the following duties are also performed in the Water Distribution Section. As a member of a crew, incumbents participate in the following crew activities, independently performing certain tasks as assigned:

- Installing, connecting, relocating and replacing new water mains, service lines, valves, pumps, meters, meter boxes and fire hydrants; cutting and fitting pipes and making taps.
- Repairing leaks on water mains by installing new pipe and/or clamps.
- Locating and marking existing water mains, meters, valves and other facilities for City crews and independent contractors using a sonic and/or magnetic pipe locator.
- Notifying customers of water shut-downs.
- Measuring and recording the location of valves, hydrants and blow-offs.
- Exercising valves by hand or with hydraulic equipment; marking valves to indicate direction of opening and number of turns to open.
- Testing water flow of hydrants.
- Flushing water system through valves and hydrants, testing turbidity and chlorine residual of water and checking for valve leakage.
- Painting valves, pumps, piping and building interiors and exteriors.

- Removing vegetation, cleaning meters and meter vaults and replacing meters.
- Opens and closes valves into water main.
- Performs routine maintenance and repair on pump stations and generators.
- Performs routine maintenance and repair on storage tanks and sites.

In addition to the general duties listed above, the following duties are also performed in the Sewer and Storm Section. As a member of a crew, incumbents participate in the following crew activities, independently performing certain tasks as assigned:

- Perform a variety of construction, repair, cleaning, and inspection work including rodding, hydroflush cleaning, television camera inspection, locating, and new pipe underground construction.
- Operate a variety of vehicles and equipment including loaders, pumps compressors, and heavy-duty trucks with trailers; set up and operate a variety of equipment including rodding, hydrovac, locating, and CCTV.
- Repair, replace, and install structures such as manholes, cleanouts, and pressure-relief valves.
- Calibrate, test, and operate air-monitoring devices.
- Depending on assignment, work in areas with the potential to contain biohazards.
- Assist with environmental cleanup; mitigate damage related to sewer spills.
- Read and interpret maps.
- Learn a variety of semi-skilled and manual work involved in the maintenance, cleaning, and closed circuit television (CCTV) inspection of sewer lines and structures.
- Perform heavy manual labor.
- Work outdoors in a variety of weather, terrain, and undergrowth conditions, with or around environmental hazards such as poison oak, stinging insects, and blood- and water-borne pathogens.

In addition to the general duties listed above, the following duties are also performed in the Trees Division. As a member of a crew, incumbents participate in the following crew activities, independently performing certain tasks as assigned.

- Serves on a tree crew; prunes, sprays, feeds and fertilizes; stakes and otherwise cares for trees and shrubs.
- Climbs and trims trees using rope and saddle and/or aerial lift equipment, removes brush, and uses brush clippers.
- Operates light equipment such as chipper, root pruner, tree stumper, root cutter, chain and concrete saws, air compressors and jack hammers.
- Removes dead or damaged trees and removes stumps with stump removing machines.
- Prunes, feeds, fertilize, stakes, waters and otherwise care for trees.
- Maintains chainsaws, pole saws, pole pruners, and small power tools.

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, biohazard materials and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, work in confined spaces, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS**Education and Experience**

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

Maintenance Worker I

A high school diploma or GED equivalent, AND

Six months of manual labor experience.

Knowledge, Skills and Abilities**Maintenance Worker I****Some knowledge of:**

- The proper use and care of common hand tools.

Ability to:

- Safely perform heavy manual labor.
- Learn the operation of power tools and equipment and the performance of a variety of semi-skilled tasks.
- Learn to safely handle toxic materials.
- Follow oral and written instructions.
- Work effectively as a member of a crew.
- Act in a courteous and diplomatic manner with members of the public.

Willingness to:

- Wear a uniform.

Licenses/Certificates

Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.

APPLICATION AND SELECTION PROCESS APPLICATION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application, responses to the supplemental questions and a current DMV driver record printout (dated within 30 days of your application) to the Department of Human Resources **no later than 5:00 p.m. on Thursday, December 14, 2017** to the Department of Human Resources (postmarks or faxes are not accepted).

A copy of your California Department of Motor Vehicles (DMV) record printout is required for this position. The due date to submit your DMV record printout is the same as the application deadline – **Thursday, December 14, 2017 at 5:00 pm**. Your DMV printout must be current, dated within 30 days of your application. If you are an out of state applicant, please submit a copy of your state's DMV printout. California DMV driver record printouts may be obtained online at www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome.

If interested in this position, please submit a complete application as soon as possible as only the first 100 qualified and complete applications will be considered.

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at sunnyvale.ca.gov and click Jobs or application materials may be submitted to:

Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086. 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 first 100 qualified candidates with complete applications will be invited to participate in a written examination process on January 10, 2018. (The examination process may be changed as deemed necessary by the Director of Human Resources).

SELECTION PROCESS

Candidates receiving a passing score on the written 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. Any candidate 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).

ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Employees Association (SEA).

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), religious creed, color, sex (includes gender, gender identity, gender expression, transgender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnicity, national origin, ancestry, citizenship status, military and veteran status, marital status, family relationship, age, 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.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #17-00260
MAINTENANCE WORKER I
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Maintenance Worker I Supplemental Questionnaire*** 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 job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job 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

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

- ☐ Yes
☐ No

* 3. Do you have at least six months of manual labor experience?

- ☐ Yes ☐ No

* 4. If you answered "Yes" to the question above, please describe your experience below. Please include the agency you obtained your experience and your specific roles and responsibilities. If you answered "No" to the question above, please indicate N/A below.

* 5.

A valid California Class C driver's license is required for this position at time of appointment. Do you possess a valid California Class C driver's license?

- ☐ Yes
☐ No

- * 6. A copy of your Department of Motor Vehicles (DMV) driver record printout is required for this position and must be submitted by the final filing date (December 14, 2017) in order for your application to be considered complete. Only the first 100 qualified and complete applications will be considered. You may obtain your driver record printout at <https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome>, and attach it to your application. Did you attach a copy of your DMV driving record to this application or will you turn it in before the posting closes on Thursday, December 14, 2017 at 5:00 p.m.?

- ☐ Yes ☐ No

* Required Question