



CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

MAINTENANCE WORKER I PARKS ASSIGNMENT

Base Salary: \$4,595 - \$5,586/per month

Closing Date/Time: Open Until Filled. First Review of Applications: June 26, 2020

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established, high-quality single family homes on quiet tree-lined streets. Piedmont is centrally located within a few minutes from Oakland and San Francisco on the West and Concord and Walnut Creek on the East. Within Piedmont's 1.8 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

DEFINITION

Under general supervision of a Senior Maintenance Worker or the Public Works Supervisor, performs a variety of semi-skilled work in the care and maintenance of parks, playing fields, traffic medians, and other landscaped and recreation areas; performs maintenance, and repair of irrigation systems; pest management, tree trimming and pruning, repairs equipment, maintains facilities, operates trucks, motorized equipment and a variety of hand and power tools and equipment; performs related work as assigned.

CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry-level class in the public works maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Maintenance Worker II: This is the full journey-level class in the public works maintenance series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Senior Maintenance Worker in that the latter has lead responsibility for assigning and directing the work of staff and individually, and is capable of performing the most complex duties assigned to the division.

Positions in the Maintenance Worker class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring one (1) additional year of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Installs, repairs, and replaces landscape irrigation systems; installs, adjusts, maintains, and repairs electronic timers, and repairs electronic and hydraulic valves and controllers; replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling, and replacing worn or broken parts.
- Performs preventative landscape, turf, parks, grounds, median strips, and recreation trails maintenance on a scheduled basis; including litter removal; graffiti abatement, hard surface sweeping/blowing, leaf removal, mulching, planting, trimming, edging, fertilizing and mowing, and integrated pest management.

- Oversees contract services, authorize work within the scope of authority; ensures compliance with the contract provisions and safety regulations.
- Performs tree trimming and removal services, including pruning branches and removing trees safely and efficiently.
- Repairs and constructs, structures, and retaining walls; repairs, fabricates, and replaces park and playground equipment.
- Inspects City premises for graffiti vandalism; uses appropriate equipment to remove graffiti.
- Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and power mowers, small tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, brooms and other tools.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Inspects assigned City infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of construction systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Participates in emergency Public Works repairs and maintenance including work in other sections of the Department.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Basic mathematics.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to the completion of the twelfth (12th) grade, plus one (1) year of experience in construction, maintenance, and/or repair of streets and roadways, storm water and drainage, sanitation systems, traffic signs, and/or related facilities, systems, and appurtenances.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment. The City of Piedmont monitors DMV record information over the course of employment.
- Ability to obtain a class B driver's license with the appropriate endorsements within one (1) year of employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

COMPENSATION & BENEFITS:

Salary: Maintenance Worker I: \$4,595 - \$5,586/per month (+ 3% salary increase effective 7/1/2020)

Class B License Incentive: 3% of salary

Certification Differentials: 3% for Qualified Applicator Certificate and 5% for Certified Arborist

Stand-By Pay (on-call daily rates): When scheduled, \$70 for each weekday, and \$80 for each weekend day

Excellent benefits package, including:

- Medical, with a generous amount of the premium paid by the City
- Delta Dental Premier, with orthodontia @ \$5,000 lifetime maximum, premium paid in full by the City
- Vision, with the ability for an annual exam, premium paid in full by the City
- Employee Assistance Plan
- Life insurance with a value of 2X your annual salary, and long term disability @ 60%, premium paid in full by the City
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 6.75%. **The City also participates in Social Security**
- Vacation: 11 days per year to start
- Holidays: 13 days per year
- Sick leave accrual
- Uniform allowance and tuition reimbursement available.

THE APPLICATION PROCESS

To be considered for this employment opportunity, a city employment application AND supplemental questionnaire must be mailed to City of Piedmont, Attn: Human Resources, 120 Vista Avenue, Piedmont, CA 94611, or by email to sjennings@piedmont.ca.gov. **If you email your application, please call 510-420-3047 to verify receipt. This position is open until filled with the first review of employment applications on Friday, June 26, 2020.** The application is also available on our website www.ci.piedmont.ca.us. Incomplete applications will not be accepted. The City of Piedmont complies with EOE, AA and ADA. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

Please print your name

MAINTENANCE WORKER I (Parks Assignment)

Supplemental Questionnaire

As stated in the job announcement for this position, a properly completed Supplemental Questionnaire must be submitted with an application. *Failure to submit the Supplemental Questionnaire will result in disqualification.* Applications and Supplemental Questionnaires must be in the possession of the Human Resources Department by 5:00 p.m. on the last day for filing.

The purpose for this questionnaire is for you to identify your qualifications and experience in the essential functions of job-related areas to verify further knowledge, skill or ability. It is critical that you fill out the supplemental questionnaire completely. Your answers should be concise, complete and clear. **To answer questions 1 – 8, please type your answers on an additional page, numbering each question accordingly.**

1. Describe your experience repairing, installing and maintaining irrigation systems. In your response, please include your role and the length of time you worked in this capacity.
2. Describe your experience using Integrated Pest Management (IPM).
3. Describe your experience pruning trees.
4. Describe your experience planting, maintaining, and grooming varied landscaped areas.
5. Describe your experience maintaining and servicing garden equipment.
6. Describe your experience operating power gardening equipment, including power mowers, chainsaws, etc.
7. Describe your experience operating heavy equipment.
8. If applicable, please describe any additional training relating to this position.
9. Do you possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment? Yes ☐ No ☐

Are you willing and able to:

10. Work out of doors in all weather conditions? Yes ☐ No ☐
11. Be available for regular standby assignments on nights, weekends and holidays? Yes ☐ No ☐

Desirable Certifications Related to the Position:

Do you have a valid Qualified Applicator Certificate (QAC) or License (QAL)? Yes ☐ No ☐

Are you a Certificated Irrigation Technician? Yes ☐ No ☐

Are you a Certified Arborist? Yes ☐ No ☐

Do you have a Class B Driver's License? Yes ☐ No ☐

CERTIFICATION OF APPLICANT: I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, skills and experiences. I agree and understand that misstatements or omissions of material facts, or alterations to questions on this Supplemental Questionnaire herein may forfeit my rights to any employment in the service of the City of Piedmont.

Signature: _____

Date: _____