



City of Seal Beach

211 8th Street, Seal Beach, CA 90740
562-431-2527 x1336 // hr@sealbeachca.gov

MAINTENANCE AIDE

SALARY RANGE \$15.00 to \$18.23 Per Hour
POSITION TYPE Part-Time; Non-Benefited. Up to 29 hours per week.
HOW TO APPLY <https://www.calopps.org/seal-beach/>

This is an open, competitive recruitment that will remain open until filled. Interested applicants are encouraged to apply as soon as possible. Please note that the application filing period may close at any time, without notice, once a sufficient number of qualified applications has been received.



POSITION

Depending on assignment, essential duties may include but are not limited to the following:

- Removal and clearing of debris from gutters, culverts, and drainage structures.
- Perform custodial and general maintenance of City facilities.
- Perform pick and shovel work; assists in concrete work; operates power machinery and a variety of hand tools.
- Assists in the setup of equipment (tables, chairs, canopies, etc.) and bleachers for special events.
- Read and accurately record water consumption data for all accounts, including construction meters; investigate and resolve meter irregularity issues.
- Complete service orders such as service turn-ons, turn-offs, and re-reads; deliver door hanger notices as necessary, this may include interaction with customers to gain access and/or discuss related issues.

- Perform meter and meter box maintenance functions to improve meter readability; test meters for proper operations; perform meter replacements and minor meter repair work.
- Assist Utilities Division with water and sewer maintenance and repair efforts, such as manholes, fire hydrants, valves, meters, vaults, boxes, and lids.
- Perform a variety of unskilled and semi-skilled work in the maintenance and repair of beach facilities, including dumping trash cans, picking up debris along waterline, cleaning rest rooms, driving 4-wheel drive trucks on beach, performing minor plumbing and building maintenance, removing graffiti, painting, hand-picking litter and other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE OF: The tools and methods employed in basic laboring work.

SKILL TO: Use a variety of manual and power tools and equipment.

ABILITY TO: Lift and carry heavy objects (up to 50 pounds) safely; withstand exposure to all weather conditions; noise, dust, grease, smoke fumes, gases, waste materials; work in or with water.

LICENSES: Possessing and maintaining a valid California Driver’s License is required.

EXPERIENCE & TRAINING: Previous laborer experience is required. Municipal experience is highly desirable.

SELECTION PROCEDURE

Please note that only online applications submitted via CalOpps are being accepted for this recruitment. Faxes, emails or postmarks will not be accepted. Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. The City of Seal Beach is an Equal Opportunity Employer.

Those applicants who appear best qualified based on application materials submitted will be invited to any combination of written, performance and/or oral interview to further evaluate their job-related experience, education, knowledge, skills and abilities.

Appointment is subject to any or all of the following: preemployment medical, fingerprint processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States.

The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.