



Maintenance Worker Assistant (Part-Time)

Public Works Department

\$19.00 - \$23.90 hourly (average of 20-25 hours per week), no benefits

PARKS/LANDSCAPE – Friday, Saturday, Sunday OR Saturday, Sunday, & Monday 7:00 a.m. – 3:30 p.m.
(30 minute unpaid lunch break)

WATER - Monday, Tuesday, Wednesday OR Wednesday, Thursday, & Friday 7:00 a.m. – 3:30 p.m.
(30 minute unpaid lunch break)

STREETS – Monday, Tuesday, Wednesday OR Wednesday, Thursday, & Friday 7:00 am – 3:30 pm
(30 minute unpaid lunch break)

APPLICATION CLOSING DATE:

Monday, October 29, 2018 at 5:00 p.m.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please complete the following required items:

- **A completed City of Gilroy online application form with supplemental questions thoroughly completed.**

ABOUT THE POSITION

The City of Gilroy is recruiting for part time Maintenance Worker Assistant positions. These positions may be assigned to the following sections: (Parks & Landscape, Streets/Waste Water/Trees or Water). Currently, we have openings in all sections.

GENERAL DESCRIPTION:

Under direct supervision of a Senior Maintenance Worker and under the guidance of a Maintenance Worker I/II, perform work in one of the three following sections as assigned: Water, Streets/Waste Water/Trees, and/or Parks and Landscape. Employees in this job classification may rotate/transfer between the sections noted above as determined by the City. Employees in this job classification are in a learning mode and initially will receive direct supervision. As the employee learns the job, less direct supervision may be required.

The Ideal Candidate will:

- Have an excellent track record of attendance and punctuality.
- Be a reliable, dependable and trustworthy team member.
- Have knowledge of basic plumbing.

- Prior work experience with public agency or other similar service industry.
- Be knowledgeable of landscape maintenance and grounds keeping methods, and the operation and maintenance of power equipment.
- Have experience operating various types of heavy equipment such as a backhoe or loader.
- Have strong communication skills with the ability to clearly communicate with the public.
- Be able to follow both oral and written instructions related to assigned work and complete written work orders documenting the work completed.
- Be highly safety oriented when performing maintenance work.
- Have a can do attitude.
- Parks section – be available and willing to work weekends.

EXAMPLES OF DUTIES:

Water Section:

- Assist in the performance of general maintenance work on the water system, as well as repairs and replacement of water mains, water services, fire hydrants and water meters.
- Assist in the performance of building maintenance on water system facilities.
- Learn and assist in the taking of water quality samples per State of California regulations.
- Learn and assist in the reading of water meters.
- May assist in the performance of backflow tests on City-owned backflow assemblies.
- May assist in the performance of cross-connection surveys on City and private premises.

Parks and Landscape Section:

- Assist in the performance of landscape and ground maintenance around public buildings, recreation facilities, rights-of-way, and open areas.
- Assist in the performance of irrigation maintenance and repairs as necessary.
- Remove garbage and litter from assigned facilities.
- Clean and maintain park buildings and restrooms.
- Assist in park development when required.
- Assist in the performance or coordination of necessary plumbing, carpentry, painting, and related building maintenance and vandalism repair as assigned.
- Assist the Recreation Division, other City departments, allied agencies, and the public to coordinate maintenance schedules with the use of assigned facilities.
- Assist in the performance of work to support the Recreation Division such as reservations, ball field preparation and clean-up, and special event preparation and clean up.
- Advise a supervisor and/or take appropriate action when laws, regulations, and policies pertaining to public use of the parks and municipal facilities are not being followed.
- May be assigned to work in different facilities throughout the City.
- May assist in the requisition, procurement, and storage of janitorial supplies.
- May perform support services during major functions that occur in City facilities.

Streets/Waste Water/Trees Section:

- Assist in the performance of general maintenance, cleaning and repair work involved in streets, sewers, trees, and storm drains.
- May assist in building maintenance as assigned.

All Sections:

- Learn how to operate and provide daily maintenance on equipment, vehicles, and hand and power tools as assigned.

- Participate in related training programs.
- Assist in the preparation and maintenance of accurate records and reports.
- Assist in investigating service requests and complaints.
- Learn and conduct inspections as assigned.
- Perform disaster relief work as required.
- Perform related work as necessary and required.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Minimum twelfth grade education or a G.E.D.
2. Six months of construction, maintenance, or landscape experience or training is qualifying. Prior work for a public agency or other similar service industry desired, but not required.
3. Subject to recall on a scheduled and/or emergency basis. May be assigned to work varied shifts, holidays, or weekends to meet the needs of the City.
4. Possess and maintain a valid California Driver License (Class C) and a safe driving record necessary to operate assigned vehicle(s).
5. Employee is encouraged to obtain a Class A Driver License. If the employee obtains and wishes to use his/her Class A Driver License, the employee must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass a Department of Justice criminal record check for employment as well as a background/reference check.
8. Prefer non-tobacco user.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application. You must file your responses via the on-line application process.

1. Please describe your prior work experience performing public works maintenance type work in the following areas: If none, please write NONE.
 - a. Water Systems
 - b. Parks/Landscape maintenance
 - c. Streets
 - d. Sewers
 - e. Trees
 - f. Storm drains
2. Please describe your experience completing work order forms documenting the maintenance work that you performed. Give an example of your specific experience.
3. A valid CA driver's license and a safe driving record are required for this position. Candidates invited for an interview will be required to provide a current DMV report dated within the last 30 days. Please explain in detail any violations that appear on your driving record.
4. Please describe your personal philosophy on safety while performing maintenance work. In addition, please list some of the recent safety training that you have completed (list date of training and title of training).

5. Please describe how a Maintenance Worker Assistant can provide excellent customer service to the community.
6. Please describe what your current or most recent supervisors will tell us about your work attendance record (at work when scheduled, on time, etc.)?
7. Please identify your availability to work 20-25 hours per week (including weekends). Are there any days of the week you are not able to work? Please explain. Are there any hours of the day you are not able to work? Please explain?
8. Please list three work-related references with contact information. *(Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.)*

COMPENSATION AND BENEFITS

Other Information

Part-time employees are non-benefited, at-will positions. Part-time employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.

Payroll

All City employees are paid monthly, on the first business day of each month for the prior calendar month via direct deposit.

Work Hours

Part-Time employees must have availability to work the designated work schedule for the position and must be available to work additional or less hours as needed. The maximum work hours are 25 hours per week and may not exceed 108 hours per month.

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City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online: Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Recruitment Schedule – Key Dates*

Application Closing Date:	Monday, October 29, 2018
Oral Board Interviews:	Thursday, November 8, 2018

*(*Note: The examination process may be changed as needed by the City.)*

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away 408-846-0228.

Attention: All communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER
AND SUPPORTS WORKFORCE DIVERSITY.**