



**The City of East Palo Alto Invites Applications for the Position of
MAINTENANCE WORKER I**

Salary:
\$29.95 - \$36.98 Hourly
\$5,190 - \$ 6,309 Monthly

Plus, an attractive benefits package

Deadline to Apply: May 22, 2026, at 11:59 PM

The City of East Palo Alto has **two vacancies** for Maintenance Worker I. The Maintenance Worker performs a variety of work in the construction, modification, maintenance, and repair of City infrastructure, including buildings, parks, streets, stormwater, and/or drainage systems and facilities. The selected candidates will use and operate a variety of manual and power tools and light to heavy power-driven equipment. Additionally, if qualified, the incumbent will identify, locate, and mark the City's underground utilities in accordance with California government codes and City policies and procedures; and perform related work, as assigned. The department may hire at either the I or the II level, depending on the education and experience held by candidates in the pool of qualified applicants.

This is an open competitive/ promotional recruitment, meaning that it is open to qualified permanent employees and any other applicants who meet the minimum qualifications. Two employment lists will be created for internal promotional and an open list of all other non-current EPA employees.

IDEAL CANDIDATE: The ideal candidate will possess the following:

- Demonstrate the ability to perform a variety of tasks relating to the construction, modification, repair, and maintenance of public works facilities, parks, and roads.
- Have the ability to set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Be a collaborative, inclusive, and encouraging team member
- Be familiar with computers and software programs (e.g., Microsoft software packages Word, Excel, Outlook) to conduct, compile, and/or generate documentation.
- Be understanding and accepting of the cultures within the City and Department, as well as the community.
- Demonstrate a positive, effective customer service to all patrons.
- Demonstrate the ability to quickly learn new skills that are unfamiliar.
- Bilingual is highly desirable.

EXAMPLES OF DUTIES:

Management reserves the right 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. Some duties may be performed by positions at the entry (I) level in a learning capacity.

- Performs inspection, construction, maintenance, and repair activities of City storm drain and sanitation systems and facilities to ensure safe and efficient access for the public.

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the City's sanitation infrastructure system; inspects, rebuilds, and services equipment, as necessary.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage.
- Performs concrete and open channel maintenance, including inspecting and repairing sanitary and stormwater conveyance systems, removing/abating weeds and other invasive vegetation, removing sediments, debris, and trash from channels, applying site delineation, best management practices, and erosion control before, during, and after maintenance activities, and keeping in compliance with applicable Federal, State, and local water regulatory laws and regulations.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing signposts and signs in accordance with City, State, and Federal Codes.
- Participates in asphalt maintenance, including demolition and preparation of areas to be resurfaced; applying, raking, compacting, and paving appropriate materials to the surface and cleaning up work areas.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Responds to service complaints; cleans and disinfects residences after sewer stoppages.
- Performs legend painting and striping of City streets, curbs, and parking lots using appropriate materials.
- 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; directs traffic.
- Follow City-wide safety procedures and practices, ensuring all work is performed safely and in compliance with policies.
- Inspects City premises for graffiti vandalism, uses appropriate chemicals and high-pressure equipment to remove graffiti.
- Performs a variety of technical landscape construction duties, including planting flowers, shrubs, and trees, pruning, and repairing damaged trees, making, and repairing tree wells, irrigating, mowing, and fertilizing turf, trimming, and planting, fertilizing, and pruning shrubs.
- Performs routine maintenance and alterations on City buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; and performs other related tasks.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City 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, City shop and City garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks for new employees in the same or similar class of positions; prepares and reviews work orders, as necessary.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Loads and unloads tools, equipment, materials, and debris into and from trucks; drives trucks up to 9,000 pounds gross vehicular weight.
- Responds to after-hours emergencies.
- Performs other related duties as assigned.

If qualified and assigned to Utility Locator may:

- Use electronic tracking, GPS, and other technologies to identify and mark underground facilities (e.g., sewers, fiber optics, streetlights) in accordance with regulations and industry practices.
- Manage and respond to the Underground Service Alert (USA) tickets, documenting actions taken and ensuring timely responses in compliance with regulations.
- Read and interpret maps, blueprints, and GIS data to verify utility locations. Submit corrections and updates to GIS staff as needed.
- Respond to emergency calls, providing critical utility location information to prevent damage and hazards.

QUALIFICATIONS:

Knowledge of: Standard principles, practices, tools, materials, and safety considerations as they relate to the maintenance and repair of infrastructure, streets, systems, facilities, and appurtenances similar to those in a municipal environment. Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals. Cal/OSHA and DOT safety codes and regulations related to job duties and responsibilities. Recordkeeping and reporting procedures. Safe driving rules and practices. Basic mathematics. The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment. Traffic control procedures and traffic sign regulations. Operational characteristics of specialized construction maintenance and repair equipment. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff. Modern equipment and communication tools used for business functions and program, project, and task coordination. Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

If qualified and assigned to Utility Locator: Underground Service Alert and pertinent State regulations. Methods, tools, equipment, and standard practices for locating and marking underground utilities. Methods, materials, and equipment used in the installation, maintenance, excavation, and repair of underground utilities. Basic electricity and safety rules when working around or in the vicinity of Energized High Voltage Conductors and equipment.

Ability to: Perform a variety of tasks relating to the construction, modification, repair, and maintenance of public works facilities, parks, roads, and sewers. Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics. Understand and follow oral and written instructions. Set up and operate traffic area construction zones, including cones, barricades, and flagging. Maintain accurate logs, records, and basic written records of work performed. Learn principles, practices, techniques, and regulations pertaining to assigned duties. Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work. Establish and maintain effective working relationships with contractors, the public, and other city personnel. Communicate effectively orally and in writing. Maintain work and equipment records. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed. Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals. Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments. Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

If qualified and assigned to Utility Locator: Read maps and interpret project plans, blueprints, and related materials to determine location of utilities. Understand, interpret, and effectively implement local, state, and federal legislation and regulations regarding underground utilities.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Maintenance Worker I:

Education: Equivalent to graduation from the twelfth (12th) grade.

Experience: Performing entry level construction, landscaping, road repair, facility maintenance duties, and/or pumps, surveying, or utility line locating field involving underground facilities is desired.

License and Certifications: License and Certifications:

For the underground location assignment, must pass a training program to become a Qualified Person per California Government Code 4216, which includes familiarization with Cal OSHA Title 8, Section 1509 Injury Prevention Program, USA North and Common Ground Alliance (CGA) and must maintain required certifications. Possession of certificate of completion course pertaining to locating underground utilities is preferred and will be required prior to performing any USA locating duties. A way to obtain necessary knowledge and skills is to complete the Utility Locator Technician Certification required to be eligible to perform the Utility Locator assignment.

Maintenance Worker I: Possession of, or ability to obtain, a valid California C Driver's License by time of appointment and a satisfactory driving record.

SELECTION PROCESS:

It is important to complete all required application materials. Applications will be reviewed in detail to identify the most qualified candidates to interview. The most qualified will be invited to a panel interview. Those that score the highest out of the panel interview will be advanced to department interviews. It is desired that the successful candidate begin employment as soon as possible.

Completion of the supplemental questions is a required part of the application and examination process. "See Resume" will not be acceptable as an answer to supplemental questions.

APPLICATION PROCESS:

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Please go to the Member Agencies tab, locate San Francisco/Peninsula, Under that select East Palo Alto. Or follow this link; <https://www.calopps.org/city-of-east-palo-alto>. Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

Deadline to Apply: May 22, 2026, at 11:59 PM

Additional inquiries about the position may be directed to Human Resources, dtulabing@cityofepa.org and cc: hr@cityofepa.org with subject line: Recruitment for Maintenance Worker I or (650) 853-3152.

The City of East Palo Alto is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources

BENEFITS:

The City of East Palo Alto offers a competitive benefits package, including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and CalPERS long-term care insurance.

Union Membership: This position is non-exempt and subject to the overtime rules of the Federal Labor Standards Board and is part of the Service Employees' International Union group (SEIU).

Health Benefits: For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The city pays 100% employee-only Kaiser Coverage and 65% Dependent Coverage up to the Kaiser Coverage Plan. If enrolled in Kaiser High Deductible Plan, the City will contribute \$2,000 into a Health Equity Savings Account prorated to date of hire.

Dental insurance: is through Delta Dental. The city pays full cost for employees only.

Vision: Supplemental Insurance with VSP (employee paid)

Long-Term Disability: City paid.

Life Insurance: The City pays for coverage of \$25,000

Retirement: CalPERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution. * Three (3) year average final compensation.

CalPERS New Members—2% @ 62 formula Employee pays 7.75% employee contribution. *
Three (3) year average final compensation

Sick Leave: 3.7 hours biweekly

Vacation: Accrual ranges from 80 – 200 Hours per year based on years of continuous service with the City

Holidays: 13 Paid Holidays per year

Bi-lingual Pay: Additional \$50 / pay period for those asked to translate in languages other than English in order to perform assigned job duties. The candidate will be required to pass a bilingual test.

Tuition Reimbursement: \$600-\$1,000 per year

Deferred Compensation Plan: The City offers an optional 457 Plan through Mission Square.

Employee Assistance Program: The City of East Palo Alto offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

Flexible Spending Plan: Voluntary pretax employee contributions up to \$2,650 for health care expenses and up to \$5,000 for dependent care expenses per year.

ABOUT THE CITY: The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 the residents decided to incorporate as East Palo Alto. The population is approximately 31,500 with an area of 2.5 square miles.

**THE CITY OF EAST PALO ALTO
IS AN EQUAL OPPORTUNITY EMPLOYER**