

MOBILE HYGIENE UNIT OPERATOR (Public Service Assistant II)

Part-time, Temporary | \$38 -\$40 per hour



The Department

The City of Fremont's Human Services Department is recognized nationally and internationally for its innovation and effective programs. The Department works to sustain the City's social service infrastructure, which promotes a healthy and safe environment for all residents. The Department also directly offers services to residents throughout their life course from infants to elders. Services offered to families are designed to help them become or remain self-sufficient.

The Position

Under the supervision of a Human Services Department Homeless Care and Response Senior Program Coordinator, the Public Service Assistant II supports the provision of mobile dignity services, which include showers and laundry services, at one or more sites, to unhoused participants in the Fremont and Newark area. The job includes driving a truck and hygiene unit trailer with a combined length of up to 51 feet, to one or more sites daily, and carrying out set-up, operating, and maintenance tasks. Other duties include working with site-based volunteers to coordinate shower usage, provide shower amenities, distribute clothing and other necessities, operate washing and drying machines, register unhoused participants who will be utilizing the service, maintain the daily usage count, and conduct special surveys.

This position will require up to 20 hours of work per week.



Human Resources Department
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(510) 494-4660 | humanresources@fremont.gov
www.fremont.gov/humanresources

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Examples of Duties

Coordination Functions

- Works with the Senior Program Coordinator to partner with volunteers at multiple service sites to provide mobile shower and laundry services for unhoused participants.
- Ensures accurate completion of Homeless Management Information System (InHOUSE/HMIS) intake form by clients utilizing shower and laundry services.
- Ensures all supplies needed for services and intake are available on the unit for service delivery at each site.
- Unhoused participants will place their clothes and other personal items needing to be laundered in mesh bags. Public Service Assistant II will place mesh bags in the washer/dryer and operate machines.
- Reinforces training provided by Senior Program Coordinator to volunteers on intake and record keeping processes.
- Communicates effectively and frequently with Human Services staff and other community organizations serving the homeless to identify and make referrals for homeless clients who need assistance accessing other services.
- Prepares a daily report with general client demographics, daily usage data, and incident reports.
- Prepares, in writing, a variety of operating reports such driving activity reports, accident reports and maintenance reports.

Examples of Duties Continued

Driving Functions

- Drives and operates 19-foot truck (truck), pulling a 32-foot mobile hygiene trailer (trailer) to multiple services sites.
- Sets up trailer at multiple services sites (1-2 per day), including setting front-to-back and side-to-side trailer level using stabilizer jacks and trailer tongue jack, chocking trailer wheels, connecting generator to trailer, turning on generator and opening propane gas lines, lowering ADA ramp, and setting up portable steps to facilitate access to trailer.
- Loads and unloads heavy items (such as various types of cleaning and laundry supplies). Ensures that loads are properly and safely secured.
- Responsible for basic daily maintenance of the mobile hygiene unit, including:
 - Checking oil and fluid level, and tire pressure,
 - Filling and maintaining fuel levels for truck-mounted generator,
 - Filling and maintaining water levels for 400-gallon water tanks which supplies water for showers and laundry washer,
 - Filling and maintaining on-board propane tanks needed to operate hot-water heaters,
 - Periodic washing of the exterior.
 - Emptying black and grey water into City corporation yard dump station or other remote dump stations, on a daily basis.
 - Cleaning of interior shower units after each use by a participant; conducts periodic deep cleaning of shower units and pressure washing of exterior of unit.
- Works with City Fleet supervisor to coordinate monthly/annual automotive and chassis repairs and maintenance.
- Utilizes cell phone and tablet for information and safety.

Ideal Candidate

The successful candidate will possess the following knowledge, skills, and abilities:

- Willingness to serve the unhoused population in a welcoming and non-judgmental manner, with sensitivity to and understanding of the special needs of those experiencing homelessness.
- Ability to work cooperatively with volunteers, offering instruction and support as needed.
- Strong organizational and time management skills.
- Basic report writing, Excel entry, data entry and record keeping practices including the use of an electronic tablet in the field.
- Experience with inventory control.
- Ability to build friendly, supportive, and respectful working relationships with participants that instill hope.
- Proven ability to work independently, as well as, an effective member of a team and a collaborative.
- Ability to work as a team with other Homeless Care and Response personnel, and with other unit drivers.
- Ability to work flexible hours, including some weekends and evenings.
- Ability to take and follow detailed directions.
- Willingness to learn and adopt culturally sensitive and appropriate service delivery practices and openness to self-exploration and dialogue and with diverse groups.

Licenses/Certificates/Special Requirements

- Possession of a valid California Class A Commercial Driver's License is required. Failure to maintain a Class A license will result in termination.
- Three (3) years of experience driving larger vehicles with trailers.
- Clean DMV record required.
- Proven ability to safely drive a 51-foot Truck and Trailer combination.

Compensation and Benefits

The hourly salary for this position is \$38-\$40 depending on qualifications. The City of Fremont is in compliance with the Affordable Care Act (ACA). This temporary assignment may become eligible for a medical benefits contribution from the City based on the average number of hours worked. City contributions vary based on hourly rates.

Application Process

How to Apply: Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca/transferjobs>

Selection Process

The process may include oral panel and individual interviews, professional reference checks, fingerprint check for criminal history, medical evaluation, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Public Service Assistant II (Mobile Hygiene Unit Operator) position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the position. Your responses will be evaluated and compared to your application, and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.

- Yes
- No

2. Do you possess a valid California Class A Commercial Driver’s License?

- Yes
- No

3. How many years of experience do you have driving larger vehicles with trailers?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years