



We invite applications for the position of:
Public Works Maintenance Leadworker
\$7,391.83 - \$8,434.16 MONTHLY
Plus a comprehensive benefits package

The City of San Mateo invites your application for the Public Works Maintenance Leadworker opportunity!

The Department

The Public Works Department is committed to high performance levels and standards, utilizing best practices relative to performance management and team-oriented approaches. Our department oversees the maintenance of 260 miles of sanitary sewer lines, 75 miles of storm drains, 210 miles of City streets and 380 miles of sidewalk. To ensure that streets and sidewalks are in proper condition, Public Works manages the Pavement Management Program and the Sidewalk Program to keep our streets and sidewalks clean and in good repair along with a variety of other tasks as it relates to public right of way. You would be joining over 500 people whose mission is to serve the San Mateo community with collaborative, innovative and professional spirit.

Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City's mission, values and organizational principles that we are seeking in the candidates.

Look to some of the reasons why the City of San Mateo is a great place to work:

https://www.youtube.com/watch?v=GTIzeSpc_g

The Position

The Public Works Maintenance Leadworker performs skilled work in the construction, maintenance, and repair of sewer infrastructure, roadways, sidewalks, and storm conveyance system. The Leadworker assigns and participates in the work of maintenance crews, operates power driven equipment, and performs related work as required. This position is responsible for lead supervision of a sewer, street, storm or traffic safety maintenance field crew. The work assigned also involves training staff and working as a member of the crew performing the more complex and difficult repair and maintenance tasks. For a complete list of duties, reference our job specifications at www.cityofsanmateo.org.

Knowledge and Abilities

- An individual who possesses thorough **knowledge** of materials, methods, practices and equipment used in street construction, maintenance, and repair activities or street painting and sign construction and installation and the occupational hazards and standard safety precautions necessary in the work..
- An individual who possesses the **ability** to perform highly skilled construction, maintenance, and repair tasks involving either street maintenance or painting and sign construction and the ability to operate a variety of equipment used in municipal maintenance.
- An individual who is **knowledgeable** of the principles and practices of supervision and training.
- An individual who possesses the **ability** to plan, schedule, and assign work.
- An individual who is **knowledgeable** of geographical and functional features of street and drainage systems.
- An individual who possesses the **ability** to read and interpret construction plans and specifications.
- An individual who **desires** to contribute to a positive work environment that fosters motivation, collaboration, coaching, and engagement of our workforce.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org.

Minimum Qualifications

- You possess three years of increasingly responsible experience comparable to that of a Maintenance Worker II, including prior experience in the maintenance of street system or sanitary sewer collection facilities.
- You have the equivalent to completion of the twelfth grade.
- Possession of, or ability to obtain, and maintain a valid California Driver's License.
- Possession of, and ability to maintain, a valid Class A Commercial Driver's License *is required within 12 months of employment.*
- Certification in work zone safety regulations is desirable.
- Sewers: Possession of a Grade II Wastewater Collection System Operator (or higher) Certificate issued by the California Water Environment Association or the ability to obtain one within 12 months of date of hire and retain the certification while employed in this position.

ADA Special Requirement: *Essential duties require the following physical abilities and work environment:* Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 90 pounds; exposure to extreme noise, outdoors, vibration, dust, mechanical hazards, and explosive materials; availability for stand-by and call back. Ability to wear a respirator and maintain a face seal while using a respirator.

What We Offer

- *Salary:* Public Works Maintenance Leadworker - \$7,391.83 - \$8,434.16 per month
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 8.34% to CalPERS and New members contribute 7.50% to CalPERS with participation in the Social Security Program
- Retirement Health Savings Account: City contribution of 0.75% of base salary
- Deferred Compensation: City will contribute up to 1.0% of base salary and match up to 0.5% of base salary
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- This classification is represented by the SEIU Maintenance Unit. For more information, please visit www.cityofsanmateo.org.

Are You Ready? Apply.

Submit an online application, résumé (optional), and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **February 27, 2026 @ 5:00 p.m. or upon receipt of the first 50 applications and supplemental questionnaires**, whichever occurs first.

Examination Process:

All applications, résumés (*optional*), and responses to supplemental questions received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; **a Zoom oral panel interview is tentatively scheduled for Thursday, March 26, 2026.**

An employment list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – February 6, 2026

*Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org*

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcole@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the application filing deadline, or the exam date if the exam is continuous, for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO

Public Worker Maintenance Leadworker

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)

1. Describe your experience participating in maintenance activities related to sewer systems, stormwater infrastructure, and streets maintenance. Include specific examples of the types of work you have performed, and the number of staff you supervised.
2. Describe your experience leading a team in the field. How do you assign tasks, ensure work quality, and support your crew in completing projects efficiently?
3. Describe your experience using computers for work, including any experience with Computerized Maintenance Management Systems (CMMS) or other software for tracking work orders, scheduling maintenance, and reporting.