

## EMPLOYMENT OPPORTUNITY (Part Time)

### Specialized Service Maintenance Worker I

\$18.14 - \$23.22 per hour

### Specialized Service Maintenance Worker II

\$22.14 – 28.34 per hour

### APPLICATION DEADLINE: Open Until Filled

The City of Chowchilla is seeking a Specialized Service Maintenance Worker I & II, under general supervision from the Public Works Supervisor, to perform basic construction, maintenance, repair and alteration work in the completion of Public Works/Public Services activities in streets, grounds, water, sewer, storm drains and facilities.

Applicants are recommended to apply and submit application materials online at [www.CalOpps.org](http://www.CalOpps.org).

#### Specialized Service Maintenance Worker I

This is an entry level-level classification. Incumbent will engage in a wide range of unskilled, semi-skilled and skilled tasks including basic repair of a variety of maintenance and construction equipment, repairs and constructs projects, assists in the maintenance and repair of water mains, water services and sewer mains and services; cleans roadside ditches, culverts and catch basins; repairs streets and sidewalks; performs building and facility maintenance, construction and repair.

**Prerequisites:** Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Specialized Service Maintenance Worker I. A typical way of obtaining the required qualifications is to possess the equivalent of **at least one year of experience** in construction, maintenance or related work with increasingly responsible experience performing field maintenance repairs and construction duties, a high school diploma or equivalent and a Valid Driver's License.

#### Specialized Service Maintenance Worker II

This is a full journey level classification and employees are assigned duties requiring them to perform independently or with minimal supervision. Incumbent will engage in a wide range of unskilled, semi-skilled and skilled task including basic repair of a variety of maintenance and construction equipment, repairs and constructs projects, assists in the maintenance and repair of water mains, water services and sewer mains and services; cleans roadside ditches, culvers and catch basins; repairs streets and sidewalks, performs building and facility maintenance, construction and repair.

Ability to independently perform the most difficult maintenance, construction and repair work in the area of work assigned. Lead, organize and review the work of technical and maintenance staff in the area of work assigned. Interpret and explain Department policies and procedures. Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations. Work independently in the absence of supervision.

**Prerequisites:** Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Specialized Service Worker II. A typical way of obtaining the required qualifications is to possess the equivalent of at **least three years of experience** performing a variety of skilled and semi-skilled construction and/or maintenance involving buildings, grounds, streets and sidewalks, a high school diploma or equivalent and a Valid Driver's License

**Qualifications/Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Knowledge of:** English language, math, operations, services and activities of a public works maintenance program; principles of lead supervision and training.
- **Skills in:** Internal and external communications, operational characteristics of mechanical equipment and tools used in the area of work assigned. Occupational hazards and standard safety precautions necessary in the area of work assigned. Principles and procedures of record keeping.
- **Ability to:** Independently perform maintenance, construction and repair work in the area of work assigned. Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations. Perform heavy physical labor and the ability to perform a variety of skilled and semi-skilled crafts, ability to concentrate for extended period while performing skilled crafts and maintain a constant awareness of safety hazards and potential danger. Have the ability to lift, carry, push and pull items in excess of 100lbs., follow verbal and written directions, establish and maintain cooperative working relationships with others, read and write at the level required for successful job performance.

**Essential functions of the position include:**

- Performs maintenance, repair, construction and installation work in streets, water and sewers, as well as building maintenance.
- Streets: Break and remove surfaces, dig, shovel, haul, load and unload materials; operates jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; operates trucks and other construction vehicles and equipment; assists in the installation and maintenance of city signs, road markings, striping and delineators; paints street lines and crosswalks.
- Water & Sewer: Constructs and repairs storm conduits, curbs, gutters and drainage facilities; installs, repairs and maintains water and sewer mains and lines; assists in making new sewer connections; repairs drains and sewer facilities; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; assists in installation and repair of water service connections, meters and boxes; operates trucks and other construction vehicles and equipment; assists in locating and repairing leaks in water lines; cleans storm drains, flood control facilities and inlets; assists in water patrol activities; responds to emergency calls.
- Building Maintenance: Performs maintenance, diagnostic and minor carpentry, plumbing, electrical, and welding repairs of City buildings.

- Environment: Daily hazardous conditions might include heavy equipment, power tools, heavy materials, jagged edges, overhead and underground power lines, insects, snakes and rodents, caustic materials. The work environment characteristics of the area would be heat, sun, cold, damp, rain and fog; insects, cramped awkward and uncomfortable positions, dust, heavy physical labor, chemicals and caustic materials are some basic employee encounters while performing the essential functions of this job.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

#### **Benefits Include:**

Sick Leave:	24 hours after 90 days of employment; then, annually on July 1 of each year
Retirement:	CalPERS is available to employees at the PEPRA rate, depending on eligibility. The City does not participate in Social Security.
Medicare:	City pays 1.45% of salary; employee pays 1.45% of salary.
SDI:	1% of salary paid by employee.

#### **SELECTION PROCEDURE**

Candidates must submit application materials that include a complete and signed employment application and copies of the required certificates listed under the PREREQUISITES in the Job Description. The materials can be uploaded to the online application through CalOpps; or, mailed or hand-delivered to Chowchilla City Hall, Human Resources, 130 S. Second St., Chowchilla, CA 93610, or emailed to [JMcClendon@CityOfChowchilla.org](mailto:JMcClendon@CityOfChowchilla.org)

Candidates considered to be best qualified based on the information provided will move forward in the recruitment process. The applicant who is ultimately chosen for the position will have to pass a background check, drug test and physical exam.

The City of Chowchilla is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, ethnicity, political affiliation, age, marital status, medical condition, or disability. The City of Chowchilla makes reasonable accommodations for the disabled. If you believe you require special accommodations in the testing process, you must inform the City of Chowchilla in writing prior to the testing. Applicants that request such accommodations must document their request with an explanation of the type and extent of accommodations required.

The provisions in this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked at any time.