

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Max of 5 working days with pay per occurrence.

Health Insurance— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents. The City makes a major contribution; the employee funds the balance.

IRC Sec. 125 Plan—Eligible unreimbursed healthcare and dependent care savings accounts available to all eligible, full-time, regular employees.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan. The City makes a major contribution; the employee funds the balance.

Long Term Disability Insurance— Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

Retirement— Miscellaneous employees are members of the Public Employees' Retirement System and are covered under the 3% at age 60 formula (Classic Employees) and 2% at age 62 (New Employees) effective 1/01/13 per the California Public Employees' Pension Reform Act of 2013 (PEPRA). Employees are required to contribute 8% of their base salary toward retirement. The City funds the PERS-determined balance. The employee has the option of making the retirement contribution on a pre-tax (tax deferred) basis. (IRC 414h). **Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)**

Retirement Health Savings Plan

PROBATION: Except for promotional appointments (6 month probation), all employees in this classification must successfully complete a one year probationary period.

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions

requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

TESTING: If your application shows that you meet the established minimum requirements, you will be notified of the date, time and location of the examination(s). Written examination items are generally multiple choice and response are marked with a pencil on Scantron answer sheets. Oral examinations are conducted by a panel who interview candidates and evaluate their verbal responses to direct questions. An Employment List will be established on the basis of written, oral, and for some positions, performance examinations. Performance examinations are scored on a pass/fail basis; passing scores on the written and oral examinations are averaged to compute a Final Score. Modified Assessment Procedures may be conducted in addition to or in lieu of written/oral examinations. Successful candidates will be placed on the Employment List in rank order of Final Score without showing scores.

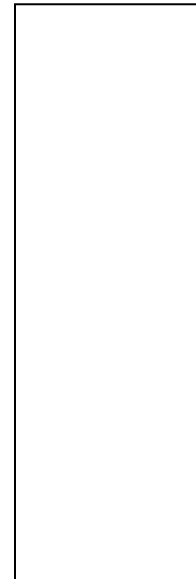
VETERAN'S PREFERENCE: Veteran's Preference will be allowed only on certain entry level examinations if the candidate passes both the written and oral portions, and only if the supporting documents are submitted prior to the oral examination. You may claim Veteran's Preference by submitting evidence of Honorable Discharge, that is, a DD214 or the equivalent.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

APPOINTMENT: As vacancies occur, a specified number of candidates will be certified in accordance with the Multiple Factor Certification procedure as set forth in *The Rules and Regulations of the Classified Service*. The names of certified candidates, interested in being considered for a vacancy, will be referred to the department in which the vacant position exists. The appointing authority makes the appointment. Generally, Employment Lists expire after two years from promulgation. An oath of allegiance to the United States and to the State of California must be taken before initial appointment to any position in the Classified Service.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract. cs 12/14



HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015

An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

BUILDING MAINTENANCE WORKER II

(Civil Service, 40 hours/week)

Salary:

\$2485-2609-2740-2877-3020 biweekly
\$5384-5652-5936-6233-6543 monthly

*Full benefits as provided by the California
Public Employees' Pension Reform Act of
2013 (PEPRA)*

FINAL FILING DATE:

Friday, October 30, 2020 OR
Upon receipt of the first 200 applications-
whichever occurs first

Written Exam:
TBA

Oral Exam:
TBA

To apply online, visit: www.calopps.org

Résumés are not accepted in lieu of a City of
Daly City application.

Incomplete applications will not be accepted.

INFORMATION

DEFINITION

Under general supervision, to do general building and facilities maintenance work and other related duties as required.

Building Maintenance Worker I is the entry-level class and Building Maintenance Worker II is the journey level class in the series. Incumbents in the Building Maintenance Worker I class will progressively perform most of the duties required in the Building Maintenance Worker series but are not expected to function at the same skill level and will usually exercise less independent direction and judgement on matters related to work procedures and methods. Work is usually supervised while in progress and fits an established pattern that has been explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, Building Maintenance Worker II positions that may become vacant may reasonably be filled at the Building Maintenance Worker I or Utility Maintenance Worker level for training purposes.

Positions in the Building Maintenance Worker II class are flexibly staffed and normally filled by advancement from the Building Maintenance Worker I class, or when filled from the outside, require prior specific experience in building-related construction and maintenance. Appointment to this class requires the employee to be performing substantially

the full range of building maintenance duties and to meet the qualification standards for the class. This class requires the ability to work independently exercising judgement and initiative. Duties will normally require the ability to operate the full range of mechanical equipment related to building maintenance.

EXAMPLES OF DUTIES

Assists in, and at the journey level, performs such functions as painting, glazing, repairing plumbing, installing locks, windows, doors, or lighting fixtures; cleaning, waxing, or refinishing floors, walls, and furniture; cleaning and repairing toilet fixtures; sweeping and cleaning interior and exterior of buildings as needed. Makes routine inspection of proper operation and safe conditions of park and playground equipment, walks, roads, and courts; assists in repair or installation of playground equipment of facilities. Assists in the adjustment, and minor repair of heating and air conditioning units; building and finishing cabinets, countertops, and office furniture and staining and varnishing various wood furniture and surfaces. Performs remodeling and renovation tasks for municipal facilities, paints interior and exterior of City buildings as required, and safely operates various power and hand tools.

MINIMUM QUALIFICATIONS

Knowledge of: Use and care of general carpentry and maintenance tools; general

techniques of carpentry, concrete work, painting, glazing and plumbing.

Ability to: Follow oral and written directions; learn and use skilled tasks and apply current practices and procedures; maintain an appropriate public service demeanor; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Physical Capability to: Perform sustained, strenuous manual labor; climb, lift, crawl, stoop and bend to reach work; may work outdoors in temperature extremes and inclement weather.

Experience: Building Maintenance Worker II: two (2) years full-time experience in general building maintenance, carpentry, plumbing, or painting.

Education: Building Maintenance Worker II: High school graduation or the equivalent.

License: Possession of a valid Class C California Driver's License.

FILING INSTRUCTIONS:

City of Daly City Prequalification Questionnaire for Building Maintenance Worker II

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015

OR apply online at:
www.calopps.org

1) Have you graduated from High School or possess the equivalent?

Yes

No

2) Do you possess a valid Class C California Driver's License?

Yes

No

3) Do you have two (2) years of full-time experience in general building maintenance, carpentry, plumbing or painting?

Yes

No

Signature

Date
