

City of Gustine
PO Box 16 • Gustine, CA 95322
Phone: (209) 854-6471

EMPLOYMENT OPPORTUNITY
Maintenance Worker
\$33,874.00 - \$41,176.00

Final Filing Date:
Thursday, September 29, 2011 - 5:00 P.M.

APPLICATION PROCESS:

All applicants must complete a standard City of Gustine Employment Application form and provide any other information or documentation as required in the specific job announcement. The Employment Application and all other required information and/or documents must be received by the Human Resources Department no later than the date and time published as the final filing date. Postmarks, email and faxes will not be accepted.

Employment Applications not signed by the applicant and/or turned in without all required information or documents will be considered incomplete. Please do not substitute any part of the Employment Application form with the words "SEE RESUME". All information provided as part of the application process is subject to verification and investigation.

Employment Applications will be reviewed for possession of the minimum qualifications. In the event that a large number of applicants possess the minimum qualifications, applicants who appear to be the most qualified based on their experience as it relates to the position applied for will be invited to compete in the testing process. The City reserves the right to reject any and all applications.

A City application packet may be obtained:

1. Online www.cityofgustine.com
2. In person, 682 Third Ave., Gustine, CA 95322, Monday – Thursday 8:00 a.m. – 5:00 p.m.

Submit completed applications to the address listed above.

SELECTION PROCESS:

Candidates invited to compete in the testing process may be required to take a written examination. In the event that a large number of candidates pass the written examination, the City reserves the right to invite a percentage of the top scoring candidates to compete in the next phase of the testing process. Ranking on the eligibility list is based solely on the result of the oral exam. Completion of a practical exercise may be conducted in order to further evaluate skills relating to essential job functions.

Top candidates from the eligibility list will be referred to the appropriate Department Head for consideration. Every person who receives a conditional offer of employment with the City of

Gustine will be required to submit to and pass a pre-employment medical examination, drug screen, background check, and/or reference review and will be fingerprinted prior to final appointment. Sworn personnel will also be required to pass a psychological examination and a POST background investigation.

Candidates who need accommodations should notify the Personnel Department at the time of their invitation to the selection process.

The City of Gustine is an Equal Opportunity Employer. The City does not discriminate because of race, color, ancestry, religion, sex, national origin, marital status, age, medical or physical disability, or perceived disability, medical condition, or sexual orientation.

CITY OF GUSTINE



JOB TITLE: MAINTENANCE WORKER

Under the general direction of a Senior Maintenance Worker and direct supervision by Public Works Supervisor, an employee assigned to this position performs un-skilled and skilled work in the repair, maintenance and construction of public works facilities and infrastructure, including streets, parks, facilities, water, sewer and storm drains.

CLASSIFICATION

Full-Time; Non-Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties of this class include, but are not limited to the following:

- Perform unskilled and skilled maintenance work utilizing concrete, asphalt and other building and street materials.
- Perform basic carpentry, painting, plumbing, mechanical and electrical repairs.
- Perform chlorine tests on city swimming pool.
- Perform regular and emergency storm drain maintenance work.
- Perform general maintenance, repair and cleaning of City's facilities.
- Paint street signs, crossings, crosswalks, curbs and centerlines.
- Install and/or replace street signs.
- Assist in maintenance and repair of City water and sewer collection systems.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent.
- A valid California Class C Driver's License at time of appointment.
- Experience in street and/or facility maintenance and repair preferred.
- Possession of certificates in water, sewer or storm drain preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic municipal services and departments.
- City equipment operation, including dump trucks, front-end loaders, backhoe, tractors, air hammers, pavement breakers and basic maintenance equipment.
- Customer service techniques.

Ability to:

- Spread, rake, tamper and roll asphalt.
- Maintain and repair street, storm and sprinkler lines.
- Respond to emergency calls after hours.
- Distinguish occupational hazards and safety precautions.
- Understand and follow instructions both orally and in writing.

- Speak clearly and precisely in English.
- Maintain a physical condition required for the position.

TOOLS AND EQUIPMENT USED

- Specialized equipment such as backhoe, tractors, mowers, grinding machines, and other construction equipment.
- Basic equipment such as rake, hoe, paintbrushes, carpentry, plumbing, and electrical equipment and materials.

PHYSICAL REQUIREMENTS OF JOB

Ability to work in the following environmental conditions:

- Direct Sunlight
- High temperatures (above 95 degrees)
- Low temperatures (below 30 degrees)
- Sudden temperature changes (more than 30 degrees)
- Humidity (high or low)
- High or low air pressure conditions
- Snow or ice
- High winds
- Dust
- Allergenic substances
- Other toxic/poisonous substances
- Slippery surfaces
- Working above floor level
- Extreme vibrations
- Confined areas or work that requires awkward or confined body positions
- Poor lighting
- Fog
- Noise/faint Sounds
- Other poor auditory conditions (e.g., distracting background noise)
- Irregular/extended work hours
- Job pressure/tension
- Prolonged sitting
- Noise exposure; with hearing protection provided
- Working at heights; with fall protection provided
- Lifting/carrying objects 40lbs. avg.-over 100 lbs. max.

WORKING CONDITIONS

- Required to be on-call and work various shifts or emergencies on evenings, weekends and holidays.

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