

CITYOF SELMA EMPLOYMENT OPPORTUNITY

MAINTENANCE WORKER II

SALARY RANGE: \$3,356 to \$4,079 per month

FINAL FILING DATE: Continuous Recruitment

THE JOB: Maintenance Worker II's are typically assigned duties in the streets or parks division. This is a full journey level class and incumbents are assigned duties requiring them to perform independently or with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Parks Assignment: Trims, plants, transplants, irrigates, cultivates and maintains trees, shrubs, flowers and turf; installs, operates, maintains and repairs sprinkler systems; uses a variety of hand and power tools; prunes and trims trees; cleans and performs minor repairs to park buildings and structures; keeps tools and equipment in a clean and safe working condition; applies herbicides, pesticides and fertilizers; drags and lines athletic fields; blows sand and debris from patios, slabs, walks and play areas; operates moderately heavy power grounds equipment such as large mowers and trucks; performs minor maintenance on mowing equipment such as changing blades and cleaning; regularly inspects and reports damage or malfunction of equipment; and related duties as required.

Streets Assignment: Breaks, cuts, lays and finishes asphalt and concrete materials in the patching and repair of street, curbs and sidewalks; removes damaged sidewalks, curbs and gutters, using cement saws, jack hammers and hand tools; builds forms, pours and finishes concrete; spreads asphalt screening, oil, gravel, sand and other surfacing materials; loads and unloads street maintenance materials; operates a variety of trucks and other street maintenance equipment; drives a truck to haul materials for a variety of jobs; assists with the trimming of trees; installs or repairs street signs; installs and moves traffic signs; maintains the storm drain system and clears debris from culverts and ditches; picks up sweeper dumps, garden refuse and other materials; may operate heavier equipment used in maintenance and street repair; performs heavy manual labor; keeps tools and equipment in clean and safe working condition; controls traffic in the vicinity of work projects; trims, cuts down and removes trees and shrubs; and related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: Basic civil engineering techniques used in construction, maintenance and repair of streets, city parks and irrigation systems; construction drawings and blueprints; construction tools, equipment and materials; motor vehicle laws; operation of light to heavy equipment used in construction, repair and maintenance of streets and parks; safe working practices utilized in construction and maintenance; operation of light to moderately heavy construction and maintenance equipment; principles of propagating and maintaining trees, shrubs, flowers and turf; tools, materials, procedures and equipment used in street and sidewalk maintenance and repair work.

Ability to: Maintain City parks, roadways, traffic lights, storm drains, buildings and other City owned facilities; supervise, train and review the work of assigned personnel; maintain basic records and files; perform a variety of difficult and complex gardening, park, street and building maintenance work; read and interpret work plans and blueprints; perform activities requiring strength and agility; work at heights and in close quarters; operate moderately heavy power grounds, street repair and building maintenance equipment; perform heavy manual labor; follow oral and written directions; establish and maintain cooperative working relationships with others; read and write at a satisfactory level.

REQUIREMENTS:

- A) High School Diploma or GED equivalent; and
- B) Four (4) years experience performing a variety of skilled and semi-skilled construction and/or maintenance involving buildings, grounds, streets and sidewalks.
- C) Must possess valid California Motor Vehicle License
- D) Possession of a valid California Class B Driver's License is preferred or must be obtained within 6 months of hire;

PHYSICAL DEMANDS:

Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires above average hand/eye coordination; hearing range sufficient to detect noises from dangers of vehicular traffic; spoken instructions; signals and commands; above average strength and the ability to lift, carry, push and pull items in excess of 100 pounds; ability to concentrate for extended periods while performing duties and while maintaining a constant awareness of safety hazards and potential danger.

EXAMINATION PROCESS:

Applications will be evaluated and applicants who appear to be most qualified in terms of experience and training will be invited to participate in job-related examinations (i.e. written, practical, oral) designed to test applicants for knowledge, skills and abilities to perform the duties and responsibilities of the job. Each examination must be passed before proceeding to the next phase of the examination process. Prior to appointment a background investigation that will include a fingerprint check will be conducted. Following initial offer of employment, employee will be required to pass a medical examination administered by city physicians. The probation period is one year and is considered an "on the job" examination. If successfully completed, the employee is granted "regular employee" status.

APPLY AT:

Application forms may be obtained from, and must be filed with the Personnel office, Selma City Hall, 1710 Tucker St. Selma, CA 93662 by 5:00 p.m. on the above filing date. (Postmarks NOT accepted) (559) 896-1064. EOE

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Selma will require proof of U. S. Citizenship, alien registration or authorization to work in the United States at the time of appointment.

Every male who is a United States citizen and is at least 18 years old, but not yet attained the age of 26 years old, who receives a conditional offer of full time employment with the City of Selma, shall be required to submit documentation evidencing his registering with the Federal Selective Service System as a condition to employment. Such individuals shall be informed that they will not be employed unless and until the required documentation

evidencing registration has been provided.