



CITY OF CALIMESA
invites applications for the position of:
MAINTENANCE WORKER I

\$35,158.61 – 44,872.28 Annually

\$16.90 - \$21.57 Hourly

Closing Date: **OPEN UNTIL FILLED**

DEFINITION

Under supervision (Maintenance Worker I), or general supervision (Maintenance Worker II), or general direction (Lead Maintenance Worker), to perform a variety of semi-skilled and skilled duties in the maintenance, repair, and construction of City streets, parks, landscape, and facilities; to use and operate manual tools and light and moderately heavy power driven equipment; to perform a variety of tasks relative to assigned areas of responsibility; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience. This position exercises no supervision.

ESSENTIAL JOB FUNCTIONS

Depending on assignment, duties may include, but are not limited to, the following:

Maintenance Worker I:

1. Learn to perform the full range of turf maintenance duties; water, mow, weed, trim, aerate, renovate and fertilize turf.
2. Learn to operate the full range of grounds maintenance vehicles and equipment including dump trucks, mowers, edgers, blowers, tractors, loaders, and hand and power tools; maintain tools and equipment and perform preventive maintenance on equipment.
3. Learn to perform the full range of shrub and flower bed maintenance; plant, water, fertilize, and maintain landscaped areas including bushes, trees, flowers and shrubs; control weeds.
4. Learn to trim and prune bushes, trees, and shrubs to provide clearance of sidewalks and signs, as well as to ensure the continued health of the bush, tree, or shrub.
5. Learn to perform a variety of duties in the maintenance of the irrigation system; change and adjust heads; maintain controllers; assist in irrigation system installation and maintenance projects.
6. Assist in maintaining play equipment, picnic tables, public address equipment, and other related parks equipment and facilities; install and repair playground equipment, fences, and other related parks equipment and facilities.
7. Assist in pest control measures; learn to measure, mix, and apply chemicals to trees, shrubs, grass and flowers to control weeds, insects, and plant diseases.
8. Assist in the removal of fallen trees, stumps, fallen limbs, and related debris resulting from storm damage and general conditions.
9. Assist in painting park buildings; learn to remove graffiti in parks and in other areas.
10. Learn to identify maintenance needs and safety hazards; report needs to appropriate staff.
11. Assist in raking leaves and clearing debris from walks, fields, and other facilities; pick up trash.

12. Clean and maintain rest rooms; stock rest rooms with necessary supplies; repair toilets, urinals and faucets.
13. Learn to maintain and repair City facilities, equipment, and buildings by performing a variety of skilled and semi-skilled work including carpentry, electrical, painting, plumbing, heating and air conditioning, mechanical repair, and playground equipment maintenance.
14. Learn to repair and replace plumbing fixtures including sinks, toilets, faucets, and pipes.
15. Learn to perform carpentry work including the construction, installation, remodeling, and repairing of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
16. Assist in performing semi-skilled and skilled manual work in the maintenance, repair, and construction of City streets; grade, scrape, and level surfaces in preparation for road paving.
17. Assist in the repair of curbs, gutters, and manholes and the paving of streets and alleys using pneumatic tools, asphalt rakes, and other hand tools.
18. Learn to remove and replace road surface material and debris; load, transport, and unload stones, gravel, dirt, supplies, and equipment as required.
19. Assist in installing, repairing, and cleaning storm drains, catch basins, and culverts.
20. Learn to break up concrete or asphalt, build and set forms, and mix and pour cement for curbs, gutters, drains, culverts, sidewalks, and sidewalk ramps.
21. Assist with filling, patching, and resurfacing holes, cracks, and service laterals.
22. Learn to place traffic control and warning signs; serve as a flagman; set up lanterns and barricades.
23. Learn to install, replace, and maintain street signs; paint intersections, curbs, and street markings.
24. Learn to operate tools, equipment, and vehicles; learn to operate heavy equipment including loader, backhoe, and skip loader.
25. Learn to perform preventative maintenance procedures and minor maintenance and adjustments on equipment used.
26. Assist in the set-up and removal of equipment needed for special events.
27. Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Maintenance Worker I:

- Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy motorized equipment.
- Basic methods, techniques and tools used in the construction and maintenance of streets, parks, landscaped areas, and related facilities.
- Safe driving principles and practices.

Ability to:

Maintenance Worker I:

- Learn to operate a wide variety of City equipment including trailer, mower, edger, weed eater, blower, turf and sidewalk vacuum, hedge trimmer, chain saw, tractor, loader, concrete saw, concrete mixer, dump truck, backhoe, roller, boom truck, water truck, and carpet cleaner.
- Perform heavy manual labor for extended periods of time.
- Operate a motor vehicle safely.
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to streets, parks, facilities, and landscape programs and functions.
- Learn occupational hazards and standard safety practices necessary in the areas of streets, parks, facilities, and landscape maintenance, repair, and construction.
- Learn materials, methods, practices, and equipment used in streets, parks, facilities, and landscape maintenance and repair.
- Learn principles and practices of irrigation systems installation and maintenance.

- Learn maintenance and repair principles and concepts of facility carpentry, electrical, painting, and plumbing.
- Learn to read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Perform simple cement and masonry work.
- Perform minor repairs and adjustments to equipment and tools.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Maintenance Worker I:

Experience – One year of experience performing a variety of general maintenance, repair, construction and equipment operation work is highly desirable, and

Education – Graduation from High School or G.E.D. equivalent.

Special Requirements:

Maintenance Worker I:

- Possession of a valid California Class C driver's license with a good driving record. Ability to obtain a Class B license.
- Availability for irregular work schedule, shift work, on-call, stand-by, and emergency call.

Physical Requirements and Environmental Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in a field setting. Position requires continuous moderate or occasional heavy physical activity. Work involves exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions. Incumbents operate light to heavy physical equipment used in the field and occasionally will transport materials and supplies weighing up to 75 pounds. Incumbents require the ability to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

Medical Requirements

Individuals selected for employment will be required to take a medical exam and drug screening test. The medical examination is at City expense and conducted by a physician designated by the City.

Application and Selection Process

A City application must be thoroughly completed. Resumes may be attached but will not be accepted in lieu of a City application form. Applications may be downloaded from the city's website at www.cityofcalimesa.net. [Apply to the City of Calimesa Human Resources Department, 908 Park Avenue, Calimesa, CA 92320.](#) ***The position is open until filled.***

EMPLOYEE BENEFITS

All employees who are employed on a full-time basis, except seasonal and temporary employees (forty [40] hours per week), shall be eligible for health, dental and vision insurance coverage, which becomes effective on the first of the month following the employment date and continuing throughout the month of separation. The City provides a Flexible Health Benefit Plan with a monthly amount of \$800.00, where employees can choose an appropriate health plan for them and their families.

	Benefit Description
Health Insurance	Health Net (Employee and Family Plans)
Dental Insurance	Delta Dental (Employee and Family Plans)
Vision	Vision Service Plan (VSP) (Employee and Family Plans)
Life Insurance	Lincoln Life Insurance (Mgmt 1.0 times annual salary – all others \$50,000)
VEBA	CALGOVEBA (A Flexible Spending Account – Pre Tax Deduction Per Pay Period)
Flexible Spending Account	Ceridian (Optional - \$1,500 per year)
ICMA Deferred Comp	ICMA-RC (Voluntary Deferred Compensation Plan)
AFLAC	Voluntary Supplemental Plans available as follows: Short Term Disability, Accidental, Term Life, Dental, Specified Health Event, Cancer, etc
CalPERS RETIREMENT	<p>New hires with recent service with CalPERS, are on the 2% at 60 plan and a 3 year average formula with the City paying the employee rate.</p> <p>New hires who established CalPERS membership prior to January 1, 2013 and who is hired by a different CalPERS employer after January 1, 2013 after a break in service of greater than six months will pay 6.2% of the employee rate and will be subject to the 2% @ 62 Plan, with a 3 year average formula and a mandatory contribution of normal costs as established by the new Pension Reform Act Law.</p> <p>New hires with no CalPERS services as of January 1, 2013, will pay 6.2% of the employee rate and will be subject to the 2% @ 62 Plan, with a 3 year average formula and a mandatory contribution of normal costs as established by the new Pension Reform Act Law.</p> <p>The City does not participate in Social Security.</p>

Holidays/Vacation/Sick Leave

City employees receive 12 paid holidays, 2 floating and employee birthday holiday per year. 80 hours of annual vacation and 96 hours of annual sick leave.