



## Maintenance Worker Assistant (Part-Time)

Public Works Department

**\$ 18.45 - \$ 23.20 hourly (average of 20-25 hours per week), no benefits**

PARKS/LANDSCAPE – Friday, Saturday, Sunday OR Saturday, Sunday, & Monday 7:00 a.m. – 3:30 p.m.  
(30 minute unpaid lunch break)

WATER - Monday, Tuesday, Wednesday OR Wednesday, Thursday, & Friday 7:00 a.m. – 3:30 p.m.  
(30 minute unpaid lunch break)

STREETS – Monday, Tuesday, Wednesday 7:00 am – 3:30 pm OR Wednesday, Thursday, & Friday  
(30 minute unpaid lunch break)

### APPLICATION CLOSING DATE:

**OPEN UNTIL FILLED**

First review of applications scheduled for Friday, August 18, 2017

### APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **three (3) required items that must be submitted** in order for you to be considered:

- A completed City of Gilroy/CalOpps online application form with supplemental questions completed.
- A list of five work-related references with contact information (*Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.*)
- Copy of current DMV driving record report (go to any DMV location) or on-line at [www.dmv.ca.gov](http://www.dmv.ca.gov)

(There are several ways to submit the above required items: they may be uploaded as attachments to your on-line application, mailed, or dropped off at the Human Resources Department.)

### ABOUT THE POSITION

The City of Gilroy is currently recruiting for part-time Maintenance Worker Assistant positions. These positions will be assigned to any of the following sections: (Streets, Waste Water & Trees, Parks & Landscape, or Water). Currently there is one opening in each section.

### GENERAL DESCRIPTION:

Under direct supervision of a Senior Maintenance Worker and under the guidance of a Maintenance Worker I/II, perform work in one of the three following sections as assigned: Water, Streets/Waste Water/Forestry, and/or Parks and Landscape. Employees in this job classification may rotate/transfer between the sections noted above as determined by the City. Employees in this job classification are in a learning mode and initially will receive direct supervision. As the employee learns the job, less direct supervision may be required.

**The Ideal Candidate will:**

- Have an excellent track record of attendance and punctuality.
- Be a reliable, dependable and trustworthy team member.
- Have knowledge of basic plumbing.
- Prior work experience with public agency or other similar service industry.
- Be knowledgeable of landscape maintenance and grounds keeping methods, and the operation and maintenance of power equipment.
- Have experience operating various types of heavy equipment such as a backhoe or loader.
- Have strong communication skills with the ability to clearly communicate with the public.
- Be able to follow both oral and written instructions related to assigned work and complete written work orders documenting the work completed.
- Be highly safety oriented when performing maintenance work.
- Have a can do attitude.
- Parks section – be available and willing to work weekends.

**EXAMPLES OF DUTIES:****Water Section:**

- Assist in the performance of general maintenance work on the water system, as well as repairs and replacement of water mains, water services, fire hydrants and water meters.
- Assist in the performance of building maintenance on water system facilities.
- Learn and assist in the taking of water quality samples per State of California regulations.
- Learn and assist in the reading of water meters.
- May assist in the performance of backflow tests on City-owned backflow assemblies.
- May assist in the performance of cross-connection surveys on City and private premises.

**Parks and Landscape Section:**

- Assist in the performance of landscape and ground maintenance around public buildings, recreation facilities, rights-of-way, and open areas.
- Assist in the performance of irrigation maintenance and repairs as necessary.
- Remove garbage and litter from assigned facilities.
- Clean and maintain park buildings and restrooms.
- Assist in park development when required.
- Assist in the performance or coordination of necessary plumbing, carpentry, painting, and related building maintenance and vandalism repair as assigned.
- Assist the Recreation Division, other City departments, allied agencies, and the public to coordinate maintenance schedules with the use of assigned facilities.
- Assist in the performance of work to support the Recreation Division such as reservations, ball field preparation and clean-up, and special event preparation and clean up.
- Advise a supervisor and/or take appropriate action when laws, regulations, and policies pertaining to public use of the parks and municipal facilities are not being followed.
- May be assigned to work in different facilities throughout the City.
- May assist in the requisition, procurement, and storage of janitorial supplies.
- May perform support services during major functions that occur in City facilities.

**Streets/Waste Water/Trees Section:**

- Assist in the performance of general maintenance, cleaning and repair work involved in streets, sewers, trees, and storm drains.
- May assist in building maintenance as assigned.

**All Sections:**

- Learn how to operate and provide daily maintenance on equipment, vehicles, and hand and power tools as assigned.
- Participate in related training programs.
- Assist in the preparation and maintenance of accurate records and reports.
- Assist in investigating service requests and complaints.
- Learn and conduct inspections as assigned.
- Perform disaster relief work as required.
- Perform related work as necessary and required.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Minimum twelfth grade education or a G.E.D.
2. Six months of construction, maintenance, or landscape experience or training is qualifying. Prior work for a public agency or other similar service industry desired, but not required.
3. Subject to recall on a scheduled and/or emergency basis. May be assigned to work varied shifts, holidays, or weekends to meet the needs of the City.
4. Possess and maintain a valid California Driver License (Class C) and a safe driving record necessary to operate assigned vehicle(s).
5. Employee is encouraged to obtain a Class A Driver License. If the employee obtains and wishes to use his/her Class A Driver License, the employee must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass a Department of Justice criminal record check for employment as well as a background/reference check.
8. Prefer non-tobacco user.

**SUPPLEMENTAL QUESTIONNAIRE**

*The supplemental questionnaire for this position is part of the on-line application form for this recruitment on Calopps.org (Member City: Gilroy). You must file your responses via the on-line application process.*

**Supplemental Questions:**

1. Please describe your prior work experience performing public works maintenance type work in the following areas: If none, please write NONE.
  - a. Water Systems
  - b. Parks/Landscape maintenance
  - c. Streets
  - d. Sewers
  - e. Trees
  - f. Storm drains
2. Please describe your experience completing work order forms documenting the maintenance work that you performed. Give an example of your specific experience.

3. A DMV check is a required element of this hiring process. Please list out all items that we will see on your DMV record. Please provide dates, specific violations, and details regarding each item on your DMV record. Please note: candidates invited to interview for this position will be required to bring a written copy of their current DMV record. Any omissions from this answer will be disqualifying so please list all items on your DMV record.
4. Please describe your personal philosophy on safety while performing maintenance work. In addition, please list some of the recent safety training that you have completed (list date of training and title of training).
5. Please describe how a Maintenance Worker Assistant can provide excellent customer service to the community.
6. Please describe what your current or most recent supervisors will tell us about your work attendance record (at work when scheduled, on time, etc.)?
7. Please identify your availability to work 20-25 hours per week (including weekends). Are there any days of the week you are not able to work? Please explain. Are there any hours of the day you are not able to work? Please explain?

## **COMPENSATION AND BENEFITS**

### **Other Information**

Part-time employees are non-benefited, at-will positions. Part-time employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.

### **Payroll**

All City employees are paid monthly, on the last business day of each month via direct deposit.

### **Work Hours**

Part-Time employees must have availability to work the designated work schedule for the position and must be available to work additional or less hours as needed. The maximum work hours are 25 hours per week and may not exceed 108 hours per month.

## **APPLICATION PROCESS**

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**To apply for this employment opportunity, candidates must use the CalOpps application system:**

How to log-in to application system:

1. Go to <http://www.calopps.org>.
2. Click on “Member Agencies”
3. Click on the “City of Gilroy”
4. Scroll down until you see “City of Gilroy Job Openings”
5. Click on “Maintenance Worker Assistant”
6. Click on “Apply”
7. Click on “Create a Profile”

When applying on-line, please scan and save any attachments into PDF documents prior to completion of the CalOpps application so that you may upload the file and attach it to your CalOpps on-line submittal.

If for some reason you are not able upload your attachments via CalOpps, then please mail the items to:

**City of Gilroy,**  
Human Resources Department,  
7351 Rosanna Street  
Gilroy, CA 95020

### **NEXT STEPS**

**The deadline to apply for this recruitment is open until filled with the first review of applications scheduled for Friday, August 18, 2017. Only complete application packets with required documents will be reviewed.** Only the most qualified applicants with the most relevant experience, education, and training will be invited to continue in the examination process. Candidates identified for further consideration will be required to submit criminal conviction information via a supplemental questionnaire. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, required medical evaluation/testing, and drug screen, given at the City’s expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

All application information must be included with your on-line application. Again, only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process.

*Attention: All communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.*

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER  
AND SUPPORTS WORKFORCE DIVERSITY.**