



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

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## **Maintenance Leadperson (Sewers)**

**\$4,880 - \$5,932 monthly  
Open Recruitment**

### **The Opportunity & Ideal Candidate:**

The City of San Gabriel's Public Works Department is seeking a self-motivated individual to fill a Maintenance Lead position. The ideal candidate will have experience working safely and efficiently under hazardous traffic conditions; perform maintenance and repairs to city streets and sewer systems; and communicate well with city staff and leadership. Maintenance Leads participate in and assign to others a variety of projects to meet department goals, ensure positive working relationships with others, and must be able to hold themselves and others accountable for their work, so strong leadership skills are required. If you are someone with these qualities and who enjoys working in a team environment, then we would like to hear from you!

Due to small staff size, sometimes it may be necessary to assist other divisions in the department. Availability for emergency callback and weekend standby are required.

### **Position Summary:**

Under general supervision of the Field Operations Manager, the Sewer Maintenance Leadperson oversees and assists an assigned crew with a variety of work in the maintenance, improvement, and operation of the City's gravity sewer lines and pumping station; ensures effective organizing and planning skills and optimizes resources to ensure highly productive crews for efficiency and proper care and use of tools and equipment; assists in maintaining records of time, equipment and materials used and assists with training and evaluation of staff; performs other related duties as assigned.

### **Essential Duties and Responsibilities:**

- Coordinates crew assignments, tools, equipment and materials for assigned jobs such as sewer line flushing and cleaning, rodding, pipeline repair and replacement, and pump station maintenance.
- Ensures proper safety precautions are followed at the work site including traffic control devices and personal protective equipment.
- Leads emergency callout response, including crew dispatch for sanitary sewer overflow mitigation, spill documentation, and restoration management coordination of residual backup.
- Records daily crew work activities using CityWorks activity tracking software in the field.
- Leads and participates in maintaining pump station, including daily inspections, periodic lubrication and adjustment, and emergency repairs as needed.
- Communicates with residents regarding sewer system work as it affects their properties and coordinate with other agencies as necessary.

### **Minimum Qualifications:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a high school diploma or GED equivalent and at least four years of increasingly responsible experience

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in the cleaning, servicing, operation and maintenance of sewer systems with at least one year of experience in a supervisory or lead capacity.

Possession of a California Water Environment Association (CWEA) Collection System Maintenance 3 Certificate is required within nine months of appointment. Possession of a valid California Class B Driver's License with air brake and tanker endorsements is also required within six months of appointment is also required and must be maintained throughout employment with the City.

### **Benefits:**

The City of San Gabriel offers the following benefits package:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs, through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Choice of enrollment in Deferred Compensation (457) Programs.
- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- A \$200 work shoe/boot safety allowance.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

### **Leaves:**

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year
- 104 hours of holidays per year

### **Annual Cash Out Programs:**

- Sick Leave Buy Back allows the cash-out of up to 50% of unused sick leave accrued in the preceding 12-month period between November and October.
- Vacation Buy Back allows cash-out of one week up to 40 hours of unused vacation per year.
- Holiday Buy Back program: allows a maximum of up to 8 hours of unused holiday hours per year.

### **Application Procedure:**

Candidates must complete a City of San Gabriel application. A résumé and cover letter are strongly recommended. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **All application materials must be submitted online by 5:00 p.m. on Thursday, December 6, 2018.** *Faxed, emailed, or hard copies of application materials are not accepted.*

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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HUMAN RESOURCES DEPARTMENT

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