



San Gabriel

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

Maintenance Worker II
\$3,885 - \$4,723 Monthly
(Promotional Recruitment Internal Candidates Only)

The Opportunity:

The City of San Gabriel Public Works Department is seeking a self-motivated individual to fill a Maintenance Worker II position. The ideal candidate is an effective leader with experience working in a variety of public settings performing park maintenance, median maintenance, building maintenance, irrigation programming and maintenance, and weed abatement. Park Maintenance staff perform a variety of projects to meet departmental goals. This individual must have a strong work ethic, work safely, communicate well, and maintain positive working relationships with managers, supervisors, staff, and residents. If you have these qualities and enjoy working in a team environment, then we want to hear from you!

Note that this position may be used to assist other divisions as necessary due to the department's needs. **Availability for emergency response and/or weekend work is required.**

Position Summary:

Under the general supervision of the Park and Facilities Manager, the Maintenance Worker II must be able to work independently as well as in a team setting. Must be able to effectively oversee and assist assigned maintenance crews, such as the tree trimming crew with the removal and installation of City trees. Must be familiar with working on medians and streets and performing such work in accordance with established traffic safety guidelines. Must be able to perform park maintenance operations such as landscaping, sports field maintenance, irrigation repair, pool and water fountain maintenance, and small equipment repairs. Must keep good records, communicate well with others, and effectively direct, train and oversee maintenance and community service helpers as necessary. Experience with the operation of power equipment such as small power tools, mowers, chippers, stump grinders, aerial lift trucks, dump trucks, loaders, and backhoes is essential. Ability to effectively organize, plan and prioritize jobs, and allocate resources is also essential. Must ensure crews work efficiently and maintain proper care and use of tools and equipment. Performs other related duties as assigned.

Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities necessary for this position would be at least three years of experience in the tree maintenance industry. Must have demonstrable knowledge in landscape care and maintenance, methods and techniques of pruning, mowing, planting, irrigation, and maintenance applications in parks, medians, and parkway areas; knowledge of safe operating procedures for various power tools/equipment used in the landscape industry is required. Possession or the ability to obtain within six (6) months of appointment a valid Class "B" California Driver's License and maintain a satisfactory driving record is also required.

Benefits:

- 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 of up to \$1,568 per month 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.
- Optional enrollment in Deferred Compensation 457 Program from CalPERS, ICMA or Empower.

- Continued on back -

- 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 per annum 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 (increases with length of service)
- 104 hours of holidays per year

Annual Cash-Out Programs:

- Sick Leave Buy Back: In November of each year, allowed to cash-out of up to 50% of unused sick leave accrued in the preceding 12-month period (November through November).
- Vacation Buy Back: allows cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: allows cash-out of up to 8 hours of unused holiday leave per year.

Application Procedure:

Candidates must complete a City of San Gabriel online application. It is strongly recommended that applicants attached a cover letter and résumé to their online applications. To apply, please visit jobs.sangabrielcity.com. **All application materials must be submitted online by 5:00 p.m. on Wednesday, June 26, 2019.** *Faxed, emailed, or hard copies of application materials are not accepted.*

Tentative Recruitment Schedule:

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Also note that the City reserves the right to revise this schedule at any time if it deems necessary.

- Recruitment Opening..... June 12
- Application Deadline.....June 26 @ 5pm.
- Anticipated Panel Interview..... Week of July 1
- Anticipated Selection Interview. Week of July 8
- Anticipated Start Date.....July 20

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.

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僱主

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.

HUMAN RESOURCES DEPARTMENT