



EMPLOYMENT OPPORTUNITIES

Human Resources Division
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 * (626) 579-2409 FAX

www.cityofsouthelmonte.org/

EQUAL OPPORTUNITY EMPLOYER



**PART-TIME ~ AT-WILL POSITION
MAINTENANCE AIDE
\$15.61 - \$18.01 per hour (19 hours per week)
APPLICATION DEADLINE: OPEN UNTIL FILLED**

POSITION SUMMARY: Under supervision of the Public Works Maintenance Supervisor and/or Lead Maintenance Worker, the Maintenance Aide performs a wide variety of skilled and semi-skilled tasks; to assist in landscape maintenance, parks, facilities and streets; use of variety of hand and power tool and removal of graffiti. Current vacancy is in the Public Works Department.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Prepares recreation fields for sport events and facilities for special events
- Secures buildings, locks and unlocks rooms
- Provides custodial services for facilities, removes trash, cleans floors, cleans, and stocks restrooms
- Sweeps and mops floors
- Cleans rugs and carpets; cleans and stocks restrooms
- Empties and cleans waste receptacles, washes walls, windows, mirrors, and blinds
- Removes trash from City property
- Removes graffiti and paints structures, bulky items, and weed abatement
- Maintains Park, open space areas, athletic fields, and ball courts
- Mows, edges, weeds lawns, and other landscaped areas
- Plants, prunes, or trims hedges, trees, flowers, and shrubs
- Performs routine maintenance
- Assists in traffic control by setting cones, signs, and barricades for safety purposes
- Maintains accurate work logs
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

BUILDING MAINTENANCE – Knowledge of materials, tools, and methods used in general building repair and maintenance; mechanical and electrical components; paints and painting techniques; plumbing supplies and techniques; basic carpentry; locksmithing; heating and air conditioning maintenance; custodial supplies and techniques; applicable safety procedures and practices.

LANDSCAPE - Knowledge of equipment, materials and methods used in planting and maintaining a variety of plants; plant growing conditions; tree trimming and removal; aerial lift operations; turf irrigation systems; applicable safety procedures and practices.

STREETS – Knowledge of tools, equipment, materials, and safe methods of street maintenance work including cement and asphalt repair, masonry, curb marking, street striping, and street sweeping.

EDUCATION/EXPERIENCE:

Experience: Basic knowledge in street, building, and landscape maintenance.

Education: Requires a High School diploma or G.E.D. equivalency.

Required Licenses and Certificates: Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record is required.

Additional requirements: Responds to emergency calls from the public and other agencies taking appropriate action such as placing barricades and other related emergency actions.

Physical Demands: Employees perform physically demanding work. While performing the duties of this job, employees are required to talk and hear. Employees are required to pull, push, stand, walk, sit, stoop, crouch, bend, crawl, climb, balance, and reach with both hands and arms. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls. Employees must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions including temperature extremes, inclement weather, and poor air quality. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic is frequently required to use hands to finger, handle, feel or operate objects or tools.

Work Schedule: The primary schedule is Monday – Thursday between the hours of 6:00a.m. – 4:30 p.m. **The successful candidate must be willing to work a flexible schedule.**

SELECTION PROCESS

Applicants demonstrating the most directly related experience/training *will be invited to participate in an oral interview*. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applicant must pass a medical examination and drug test. Applications are available at South El Monte City Hall and on-line at <https://www.cityofsouthelmonte.org/>. Applications may be submitted in person or by mail to City Hall with attention to the Human Resources Division. Scanned applications may be submitted to hr@soelmonte.org. Scanned applications must contain an electronic signature or wet signature for acceptance. Resumes only or faxed applications will not be accepted. The City of South El Monte cannot accept responsibility for notifying candidates of incomplete applications. It is the candidate's responsibility to make sure the application is properly submitted.

LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

REASONABLE ACCOMODATIONS

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.



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