

**The City of South El Monte is  
accepting applications for  
the position of:**

**MAINTENANCE WORKER 1  
(Street Division)**



**SALARY RANGE**  
\$22.53 - \$27.39 Hourly  
\$1,802.76 - \$2,190.92 Biweekly  
\$3,906.00 - \$4,747.00 Monthly  
\$46,872.00 - \$46,872.00 Annually

**APPLY BY: August 11, 2022 BY 5:30 P.M.**



## **CITY OF SOUTH EL MONTE**

The City of South El Monte was incorporated on July 30, 1958. The City is a general law city, operates under a Council-Manager form of government, and is located in the heart of the San Gabriel Valley, just 7 miles east of Los Angeles.

The City of South El Monte boasts all comforts of urban life with a small town feel. The City's 21,000 residents represent a good blend of older and younger residents working with the same dedication and community spirit that this City was founded upon. Both the residents and the business community are working together to make the community a better place to live and work. Encompassing 3.25 square miles, the City of South El Monte is a well-balanced community of homes, schools, businesses and churches, as well as excellent parks and recreational facilities.

### **THE POSITION**

The City is looking to hire a team-oriented individual who is interested in joining a team that values individuality and creativity. The ideal candidate for Maintenance Worker I has a cooperative outlook with a can do attitude, is self-motivated and has a proactive approach to problem solving. This candidate additionally is an "outside-of-the-box thinker", is flexible, has the desire to work in a fast-paced environment, brings new, fresh, innovative ideas and is motivated to create change.

**POSITION SUMMARY:** Under direction from the Public Works Maintenance Supervisor, performs a wide variety of skilled and semi-skilled tasks related to the maintenance and repair of City buildings and facilities, parks, grounds, open spaces, streets, sidewalks, sewers, and storm facilities; operates trucks and heavy equipment; utilizes a variety of hand and power tools and equipment; performs other duties as assigned.

### **ESSENTIAL DUTIES:**

Duties include but are not limited to the following.

- Inspects assigned City area for safety issues and possible future work projects, and appropriately marks areas that need to be repaired; responds to emergency situations as required.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of parks and grounds, streets, or facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed; observes safe work methods and makes appropriate use of related safety equipment.
- Repairs and maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment upon completion of workday.
- Monitors City premises for graffiti vandalism; utilizes appropriate chemicals and high-pressure equipment to remove graffiti.
- Installs street barricades and cones and controls traffic around work sites, street closures, and special events to ensure safe conditions for the general public and City staff.
- Maintains accurate logs and records of work performed and materials and equipment utilized.
- Estimates quantities needed and recommended selection of materials, replacements, etc. for respective areas.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Installs, forms, pours, and finishes concrete to repair curbs, gutters, driveways, storm drains, and sidewalks; lays asphalt and cleans streets of debris performs street repairs and patching.
- Operates pickup and dump trucks, tractors, street sweepers, and other heavy maintenance equipment.
- Performs other duties as assigned.

### **JOB REQUIREMENTS:**

#### **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.

#### **Competencies:**

- Teamwork – Collaborating with others to achieve share goals.

- Developing Others – Supporting others in stretching and expanding their capabilities.
- Informing – Proactively obtaining and sharing information.
- Integrity and Ethics – May understand rules and ethical guidelines.
- Safety Focus – May establish and evaluate workplace safety and health policies, procedures, and priorities.
- Using Technology – Working with electronic hardware and software applications.
- Continuous Learning – Being responsible for developing one's career and competencies.
- Reading Comprehension – Understanding and using written information.
- Oral Communication – May organize thoughts on the fly.
- Attention to detail – Focusing on the details of work content, work steps, and final work products.
- Environmental Exposure Tolerance – Performing under physically demanding conditions
- Physical Ability – Using strength, endurance, flexibility, balance, and coordination.

## **MINIMUM QUALIFICATIONS**

### Experience:

One (1) year of experience in maintenance, construction, or building trades, preferably performing duties in landscaping and streets maintenance, painting, plumbing, heating, ventilation, and air conditioning, carpentry, and electrical trades.

### Education:

High School Diploma or equivalent.

### 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 AND WORKING CONDITIONS

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Physical Demands:

- Perform physically demanding work.
- Required to talk and hear.
- Required to pull, push, stand, walk, sit, stoop, crouch, bend, crawl, climb, balance, and reach with both hands and arms.
- Frequently required to use hands to finger, handle, feel or operate objects, tools, or controls.
- Frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds with assistance.
- Vision abilities to utilize close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### Working Conditions:

- Regularly works near moving mechanical parts and in outside weather conditions including temperature extremes, inclement weather, and poor air quality.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and is subject to vibration.
- Noise level in the work environment is occasionally loud.

## IMPORTANT NOTICES

## **POSITION STATUS**

This position is designated as non-exempt under the provisions of the Fair Labor Standards Act.

## **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.

## **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.

## **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. 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](mailto:hr@soelmonte.org). Scanned applications must contain an electronic signature or wet signature for acceptance. Resumes only will not be accepted. 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.

## **REASONABLE ACCOMODATIONS**

Applicants with disabilities must contact the Human Resources Division prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. 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.

## **EMERGENCY DISASTER WORKER**

City of South El Monte employees are registered as an Emergency Disaster Worker and must take an oath. 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.

## **BENEFITS SUMMARY**

### **HEALTH**

Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

**Long Term Disability:** City pays full premium for all full-time employees.

**Term Life Insurance and AD & D Insurance:** City pays full premium for all full-time employees.

**Employee Assistance Program:** EAP services designed to help through life's challenges are available through Hartford.

### **PAID LEAVES**

**Holidays:** 12 paid days per year

**Vacation:** Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6<sup>th</sup>) through the tenth (10<sup>th</sup>) years of service; twelve (12) hours per month (accrued at the rate of six (6) ours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11<sup>th</sup>) through fifteenth (15<sup>th</sup>) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16<sup>th</sup>) and following years of service.

**Sick Leave:** Earned at a rate of 8 hours per month.

**Bereavement Leave:** 3 days per calendar year.

## **RETIREMENT**

Participation in California Public Employees' Retirement System (CalPERS)

CalPERS Retirement Plans:

- Effective 05/27/2012 - 2% @ 60 with a member rate of 7.0, applicable to local miscellaneous members, "Classic members", entering membership for the first time in the miscellaneous classification with the City.
- PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

New members under the Public Employment Retirement Law (PERL) hired as of 1/1/13 will have a mandatory CalPERS contribution established by PERL.

A "New Member" is defined as:

- A new hire that is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
- A member 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.

Effective January 1, 2013, Public Employees' Pension Reform Act of 2013 (PEPRA) prohibited employers from paying any portion of a "new member's" member contribution rate. All new members must pay 50% of total normal cost as employee contribution rate.

## **Deferred Compensation**

Plan available.

\*The City also participates in the Social Security retirement system.

**The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.**



**CITY OF SOUTH EL MONTE – 1415 SANTA ANITA AVE. – SOUTH EL MONTE – 91733 – (626) 579-6540**

## **Supplemental Questionnaire**

Completion of the following supplemental questionnaire is REQUIRED with the application. A copy of high school diploma or equivalent will be request upon employment offer. Falsification of any information or failure to complete this questionnaire as instructed may result in disqualification.

1. Do you have a High School Diploma or equivalent?

Yes

No

2. How many years of experience do you have in maintenance?

Less than one year

One year

3. Which classification are you interested in applying:

Landscape Division

Street Division