



EMPLOYMENT OPPORTUNITIES

Human Resources Division
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540
www.cityofsouthelmonte.org
EQUAL OPPORTUNITY EMPLOYER



MAINTENANCE WORKER I – BUILDING DIVISION
Monthly Salary: \$4,101 - \$4,985
Yearly Salary: \$49,212 - \$59,820
APPLICATION DEADLINE: March 30, 2023 by 5:00 p.m.
**** INTERNAL RECRUITMENT ****

DEFINITION

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, repairs, retrofits and maintains electrical wiring and equipment; replaces ballasts, fluorescent tubes, and bulbs; repairs broken pipes, cleaning clogged drains, diagnoses, repairs, and maintains valves, fittings, and other plumbing fixtures; repairs and builds furniture.
- Ensures proper physical appearance of park facilities, playground equipment, benches, lights, athletic fields, and ball courts; constructs or repairs walls, platforms, and ramps; installs doors; prepares various surfaces for paint, varnish, shellac, enamel, or other protective finishes.
- Performs custodial services at City facilities; cleans floors, restrooms, and removes trash sweeps, mops, scrubs, strips, polishes, waxes floor and cleans rugs and carpets.
- Organizes and stocks restrooms; washes walls, windows, mirrors, blinds and/or replaces windows; empties and cleans waste receptacles.
- Cleans and repairs pool facilities, including utilizing chemicals to treat water; adjusts and repairs to pool and auxiliary equipment.
- Performs other duties as assigned.

JOB REQUIREMENTS:

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.

Competencies:

- Teamwork – Collaborating with others to achieve shared 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.

SELECTION PROCESS

Complete application materials will be screened in relation to the criteria described in this job announcement. Candidates deemed to be the most highly qualified will be invited to participate in the selection process that may consist of training and experience evaluation and technical oral interview. Applications are available on-line at <https://www.cityofsouthelmonte.org/>. Applications may be submitted in person, by mail or emailed to hr@soelmonte.org. Resumes will not be accepted in lieu of a City application. It is the applicant'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. 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. All applicants will be considered without regard to race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military and veteran status.

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.

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: 13 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 (6th) through the tenth (10th) 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 (11th) through fifteenth (15th) 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 (16th) 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.



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