



**Maintenance Worker
Public Works
City of Glendora, Los Angeles Area**

Close Date: Jun 2, 2017

Salary: \$3,350.00 - \$4,073.00 Monthly

There is currently one vacancy in the Public Works Street Division. This recruitment will establish an eligibility list which may be used to fill vacancies Citywide.

The City of Glendora is seeking a resourceful and team oriented candidate to work on a crew performing skilled labor in the maintenance and repair of public works facilities including streets, traffic systems, sidewalks, signs, storm drains, and abatement of nuisances in the public right of way. The Ideal Candidate will have two years of recent, related experience, possess a Class B California driver's license, and be able to respond to emergency call outs on evenings and weekends and be able to work an alternate shift (other than Monday- Friday) as assigned.

Some of the typical duties of the Maintenance Worker include but are not limited to the following:

Participates in the work of a crew engaged in sandblasting, chemically cleaning and painting surfaces

Uses a variety of equipment and tools such as sandblaster, airless pump machine, rollers, trucks, etc.

Participates in the work of the street maintenance crew engaged in repairing and replacing concrete sidewalks, curbs, gutters and other concrete structures; repairing and maintaining city streets and alleys by patching with hot or cold asphalt mix; clearing storm drains and catch basins

Operates a variety of equipment and uses a variety tools such as rollers, dump trucks, jack hammers, air compressors, tractors; sets up traffic control and safety zones; participates in the work of the traffic crew engaged in installing and maintaining street signs and street markings

Uses a variety of equipment and tools such as welders, paint striper, airless painter, chemical sprayer

Participates in the work of a facilities maintenance crew engaged in various construction and repairs including, but not limited to, framing, dry-walling, painting, plumbing and electrical

Regular maintenance activities such as replacing HVAC filters, changing light bulbs, cleaning and moving furniture and appliances

Answers emergency calls from the public and other agencies taking appropriate action

Works in inclement weather and performs other related duties as assigned

For a complete job description, applicants may go to the City's website at www.ci.glendora.ca.us or contact the Human Resources & Risk Management Department.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent and two years of experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

Special Requirements

Candidates must possess, or have the ability to obtain, a Class B California Driver's license, have a satisfactory driving record, and be able to maintain a satisfactory driving record during employment. The successful candidate must be able to respond to emergency call outs on evenings and weekends.

Knowledge and Skill Levels

Working knowledge of common tools and equipment used in construction and maintenance work, including plumbing and electrical systems; basic safety precautions and procedures; traffic laws, ordinances and rules related to truck and heavy equipment operations; standards relating to the proper installation and maintenance of street signs and pavement markings; related laws, ordinances, rules, regulations, policies, and procedures; procedures, equipment, materials, and tools used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, and other equipment; skill in the use of hand and power tools, operation of a variety of equipment and vehicles.

WRITTEN EXAM: TENTATIVELY SCHEDULED FOR WEEK OF JUNE 20, 2017.

INTERVIEWS: TENTATIVELY SCHEDULED FOR WEEK OF JULY 10, 2017.

APPLY ONLINE AT: www.CalOpps.org CLOSING DATE: JUNE 2, 2017. A completed online employment application is required and must be submitted at www.calopps.org. Incomplete, late, emailed, faxed, and hard copy applications are not accepted. Resumes are not considered in lieu of the required employment application available at CalOpps. Certificates, resumes, and cover letters must be uploaded with your application on the CalOpps website. The City does not discriminate on the basis of age, sex, race, religion, national origin, marital status, medical condition or disability. Please notify the Human Resources & Risk Management Department in advance if you require special accommodations to participate in any phase of the selection process.

Benefits:

THE CITY OF GLENDORA: Glendora, "Pride of the Foothills," (pop. 50,000+) is nestled at the base of the scenic San Gabriel Mountains, in Los Angeles County. Located approximately 27 miles from downtown Los Angeles, Glendora offers convenient access to major commercial, cultural, educational and recreational areas in Southern California. The City boasts excellent public and private schools, lush parks, comprehensive community services and one of the lowest crime rates in Los Angeles County. Glendora's diversified business community ranges from the downtown "Village" to corporate headquarters of major companies. Glendora is also one of Southern California's most attractive residential communities, with a variety of homes, from cozy turn-of-the-century cottages to prestigious executive hillside estates. From tree-lined neighborhood streets and quaint downtown Village shops to the modern architecture of the City's business center, Glendora is a haven from the fast pace of the Los Angeles metropolitan area.

APPLICATION PROCEDURE: This is an Open/Promotional Recruitment. Only those candidates who appear best qualified, based on the requirements listed on the front of this flyer and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job related experience, knowledge, skills and abilities. It is the candidate's responsibility to accurately provide all pertinent information on the application. The City of Glendora will NOT accept any additions, corrections or revisions to candidate's applications after the eligibility determination has been made. Candidates will be notified of all times and dates of examinations. Probationary work test period is one year.

VETERANS' PREFERENCE: For non-executive Open Recruitments, three additional points will be added to the passing score of veterans who are honorably discharged with one year or more of active military duty. The DD-214 form must be submitted at time of application.

SALARIES: All stated salaries are based on present information, subject to change. Appointments are generally made at the first step of a five step pay plan. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the Medicare system. All City employees are paid on a biweekly basis, for a total of 26 pay periods per year.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS: Applicants must be free from conditions that would preclude satisfactory performance of the essential functions of the job applied for. Applicants for positions in the Police Department must pass a written exam, oral interview, administrative review, voice stress analyzer test, background investigation, physical exam and drug screen test. Subsequent to a job offer, the City of Glendora requires a pre-employment physical examination. Candidates will be examined by a City physician, at City expense, before the appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination. The City of Glendora conforms to State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. Please notify the Human

Resources & Risk Management Department in advance if you require special accommodations to participate in any phase of the selection process.

RETIREMENT: Retirement benefits for all full-time employees are provided by the California Public Employees' Retirement System (CalPERS). An employee who is hired by the City from another CalPERS agency or an agency with CalPERS reciprocity, or with a break in service 6 months or less, (aka "Classic" member) shall receive the CalPERS benefit formula of 2% at 60 and pay the 7% member contribution. An employee who is a new enrollment in CalPERS, is not coming from an agency with CalPERS reciprocity, or has a break in service greater than 6 months (aka "New" member), shall be enrolled in the CalPERS benefit formula of 2% at 62 and pay the 6.25% member contribution. No contributions are paid by the City or employee into the Social Security system.

INSURANCE: The City provides a flexible benefit plan of \$850 per month from which employees pay their medical, dental and dependent vision insurance premiums. An additional \$200 per month is available for city offered medical plans. The City pays the employee's vision insurance premium and provides a \$30,000 life insurance policy.

VACATION: Vacation for employees with less than 5 years of service is 10 working days per year. Employees earn longevity vacation credit at the rate of 1 additional working day per year after 5 years service to a maximum of 18 working days.

HOLIDAYS: Glendora Municipal Employee Association employees receive 12 City holidays (96 hours) each calendar year (subject to the provisions in the MOU), and one floating holiday (8 hours) each fiscal year.

SICK LEAVE: Sick leave is accumulated at the rate of 3.69 hours per pay period with unlimited accumulation. Sick leave is converted to service credit upon retirement when retirement date is within four months of employment separation.

EMERGENCY SERVICE: In accordance with California Government Code 3100, all City of Glendora employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of an emergency or disaster.

EDUCATION INCENTIVE PROGRAM: A tuition reimbursement program for approved courses is offered to permanent employees to encourage increased knowledge and work proficiency.

E-VERIFY: To comply with federal law, the City of Glendora participates in E-Verify. All newly hired employees are required through this electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify their identity and employment eligibility. Section 1 of the Form I-9 will be completed on your first day of employment. On your first day, but no later than your third day, you will need to bring original documentation to verify your eligibility to work in the U.S.

RESIDENCY REQUIREMENT: All Glendora Municipal Employee Association employees must have and maintain a permanent primary residence within 65 miles or less of Glendora City Hall.

The level and type of benefits provided by the City of Glendora to employees are subject to change as a result of periodic contract amendments between recognized employee associations and the City.

The City of Glendora is an Equal Opportunity/Affirmative Action Employer. The City does not discriminate on the basis of age, sex, race, religion, national origin, marital status, medical condition or disability.

Glendora Municipal Employee Association employees are subject to an agency shop fee or service fee upon commencement of City employment.

THE CITY OF GLENDORA RESERVES THE RIGHT TO MODIFY OR REVOKE, WITHOUT NOTICE, ANY OR ALL OF THE PROVISIONS OF THIS BULLETIN PRIOR TO THE TIME OF APPOINTMENT, AND TO WAIVE ANY NON-SUBSTANTIVE JOB REQUIREMENT AND MAKE SUBJECTIVE DECISIONS INTERPRETING AND ASSESSING THE SKILLS AND QUALIFICATIONS OF ANY CANDIDATE, INCLUDING THE DETERMINATION THAT NONE OF THE CANDIDATES, EVEN THOSE WHO MEET THE MINIMUM QUALIFICATIONS, ARE APPROPRIATE FOR THE POSITION.

