City of Brisbane

is accepting applications for the position of

Public Works
Maintenance Worker I

The City of Brisbane currently has an opening for a Public Works Maintenance Worker I on our Utility Team. Under the general supervision of the Public Works Team Leader, this position performs a variety of semiskilled work in the maintenance, construction, modification, repair and operation of City infrastructure, including water systems, storm and sanitary sewers, parks, streets, trees and landscaped areas; and performs other related duties as required. Please see the full job classification for details.

EXAMPLE OF DUTIES:

- Maintains, repairs, flushes underground water distribution lines, storm, and sanitary sewer collection systems.
- Excavates and prepares potholes and excavations related to water and wastewater line repair for patching on streets and alleys.
- Cleans storm drains, sidewalks and other appurtenances.
- Repairs and replaces plumbing fixtures, as required.
- Inspects and performs routine maintenance on HVAQ equipment.
- Removes concrete, builds forms and repairs sidewalks and gutters, and performs other concrete work around City buildings.
- Maintains public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial duties.
- Performs basic remodeling to City facilities; repairs and replaces plumbing fixtures; and repairs, replaces and maintains interior and exterior lighting systems.
- Troubleshoots maintenance and repair problems, and determines the materials and equipment required for repair.
- Contacts residents and businesses to inform them of work to be performed.
- Maintains logs and records of work performed and materials and equipment used.

QUALIFICATIONS:

Education/Experience:

Graduation from high school or GED equivalent. Minimum of six months of construction, maintenance or repair experience; experience in water and/or sanitary sewer systems desired.

Licenses: Must possess a valid California class C driver's license and have a satisfactory driving record. Possession of certification as a Water Distribution Operator I issued by the State of California or ability to obtain one within six (6) months of appointment is required. Ability to obtain certification as a Water Distribution Operator II by the State of California within eighteen (18) months of appointment is also required. Such certification shall be maintained during employment.

Knowledge of: maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment such as found in the City; the operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment; safety equipment and practices related to the work; and safe driving rules and practices and basic traffic control procedures.

Skill in: performing semiskilled construction, modification, maintenance and repair work on a variety of facilities, building, grounds and equipment such as found in the City; troubleshooting maintenance problems and determining materials and supplies required for repair; skillfully and safely use and maintain tools and equipment related to the work; making accurate arithmetic calculations; reading and interpreting construction drawings and specifications; maintaining accurate logs, records and basic written records of work; and working independently or in a team situation.

Physical Demands: Must possess strength, stamina and mobility to perform heavy physical work and use varied hand and power tools; drive a motor vehicle and operate heavy construction equipment; as well as lift and move materials and equipment weighing 90 pounds or heavier. Must be available for regular standby assignments and work emergency overtime as required. Must be willing to work outside in all weather conditions.

SALARY:
Salary range is $3,961.85 - $4,815.66 per month. Appointment to this classification is normally made at the first step of the salary range. Note: Salary will be reduced by 1% on January 1, 2013 per Resolution 2012-28. Effective salary range on January 1, 2013 will be $3,922.62- $4,767.98 per month.

BENEFITS:
This position is eligible for benefits under the General Employees Association memorandum of understanding. Health benefits are offered through the CalPERS Health Program. The City contributes to a flexible benefit plan to cover the full cost of most health plans offered, up to family coverage. City provides paid vision through VSP, dental through a self-insured reimbursement program, long-term disability and life insurance coverage through ING, and an Employee Assistance Program through MHN. Appointments made prior to December 31, 2012 will participate in the CalPERS 2%@60 retirement plan (employee contributes 7%). Appointments made on or after January 1, 2013 will receive retirement benefits as mandated by the recently passed AB 340. Participation is voluntary in a choice of 457 Deferred Compensation Plans (CalPERS, ICMA and Nationwide). Flexible health reimbursement and dependent care spending accounts are also available.

LEAVE:
Vacation: 80 hours annually
Sick: 8 hours of sick leave accrued monthly
Holidays: 13 paid holidays and 3 floating holidays
Longevity: 40 hours after 15 years of service

APPLICATION PROCESS:
Interested candidates must submit a completed on-line or paper employment application and pre-qualification questionnaire along with a current copy of their DMV driving record. Resumes in lieu of a completed application and applications without a DMV driving record included will not be accepted. Applications can be obtained at City Hall, 50 Park Place or on-line at www.calopps.org **ONLY THE FIRST 100 APPLICATIONS WILL BE ACCEPTED. Applications must be received by Monday, October 22, 2012 at 5:00 PM or until the maximum number of applications are received**. Postmarks and faxes will not be accepted.

SELECTION PROCESS:
Applications will be screened and those meeting the minimum qualifications will be invited to the written examination. Written examinations are multiple choice. A limited number of top scorers from the written examination will be invited for the oral panel examination. Candidates must receive a score of 70% or higher on the oral interview exam to be placed on the initial eligibility list. A limited number of candidates from the eligibility list will be invited for an interview with the Team Leader and/or Public Works Director and/or will be invited for a performance examination. Depending upon the number of candidates, this process may be altered. The Public Works Director will make the final recommendation for appointment. After a mutual interest has been established, the final candidate must pass a fingerprint check submitted to the Department of Justice and a thorough background investigation. Upon successful completion of the fingerprinting and background investigation, candidates must complete a medical evaluation, including drug testing, prior to appointment. Eligibility lists are generally valid for one year upon establishment and future appointments for similar positions may be filled from the eligibility list generated from this recruitment.

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The City of Brisbane is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies, and practices. The duties described in this job announcement are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job announcement does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Please submit your application and prequalification questionnaire
by October 22, 2012 to:

Human Resources
City of Brisbane
50 Park Place
Brisbane, California 94005

Public Maintenance Worker I
Prequalification Questionnaire:

Name: _____

Please check ✓ your response to the questions below:

1) Do you have a high school diploma or a GED equivalent? ☐ Yes ☐No

2) Do you have a valid Water Distribution Operator I certificate or the ability to obtain one within six months of appointment? ☐ Yes ☐No

3) Do you possess a valid Class C California Driver's License (all applicants must submit a copy of their DMV Driver Record with their application)? ☐ Yes ☐No

4) Do you have six months of construction, maintenance or repair experience? ☐ Yes ☐No

Signature: _____ Date: _____

Please remember to include a copy of your current DMV Driving Record along with your application packet.