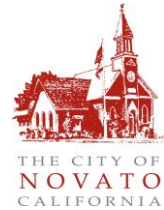


City of Novato is recruiting internally for a



SENIOR MAINTENANCE WORKER (Promotional)



THE POSITION

The Public Works Department is conducting a promotional recruitment for Senior Maintenance Worker. There is currently one opportunity in the Parks Maintenance division. The Senior Maintenance Worker serves as a lead worker over a small crew of Maintenance Workers in either streets, parks or islands maintenance activities. This position will operate a variety of heavy equipment involved in the construction and maintenance activities on a regular basis and to perform a variety of skilled tasks in the maintenance and operations of City parks and street facilities.

FINAL FILING DEADLINE -

October 13, 2017

To apply for this position, please visit

www.governmentjobs.com or

www.novatojobs.org

No paper applications will be accepted.

COMPENSATION is

\$4,652- \$5,655 per month

Placement in the salary range is dependent upon qualifications and experience.

A general wage increase of 3% is scheduled for 7/1/18.

Benefits are covered under the General Employee Group SEIU /Unit D Collective Bargaining Agreement. Monthly contribution towards benefits are up to \$1,775 per month based on enrollment level.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Experience & Education: Three years of either street or park construction and maintenance experience. Candidates must possess a valid California Drivers' License. A valid California commercial Class A driver's license is desirable. A current Qualified Application Certification is desirable.

Knowledge of methods, techniques and procedures related to general maintenance and/or repair of City streets, parks and related facilities; purpose and use of a variety of vehicles, equipment, power and hand tools including motorized, pneumatic and hydraulic equipment.

Ability to lead a field crew and provide technical guidance to less experienced workers; and assist in scheduling, assigning, estimating equipment and supplies, and overseeing work on assigned field projects.

This position works near moving mechanical parts and outdoors under adverse conditions such as in hot and/or humid or cold and/or stormy weather; may work in confined spaces and with hazardous materials and is subject to random drug testing.

APPLICATION AND SELECTION PROCESS

All applications and related materials will be thoroughly reviewed and those candidates who possess the most relevant qualifications for the position will be invited to continue in the selection process.

The City's actual job offer will be based on the depth and breadth of the candidates' experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative. A probationary period is the final part of the selection process.

TO VIEW THE FULL CLASS DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT www.novatojobs.org

DUTIES:

A sample list of duties may include: Streets Division / Parks Maintenance Division

- Operate heavy construction and maintenance equipment such as loaders, backhoes, and street sweepers for a variety of construction and maintenance operations. Perform routine preventive maintenance on equipment.
- Inspect and identify asphalt in need of repair; perform inspections of street signs for repair or replacement.
- Layout, fabricate, repair and install regulatory, guide, warning and construction signs; straighten and reset street signs and parking meter poles.
- Perform street sweeping activities in the maintenance of City streets. Maintain and prune City trees; maintain storm drains, pipes, and catch basins.
- Perform street, sewer, storm drain or other public service maintenance work.
- Participate in the requisition and purchase of materials and supplies.
- Participate in park maintenance duties including maintaining and planting trees, shrubs and lawns.
- Participate in the maintenance and installation of irrigation systems; maintain athletic fields and related facilities.
- Operate mowers, tractors, trencher and vehicles; operate a variety of equipment including a boom truck, chain saws, stump grinder, chipper, mowers, trimmers and related equipment.
- Utilize a variety of hand and power tools in park landscape maintenance and facilities maintenance work; assist in routine maintenance of such equipment.
- Apply herbicides, fungicides and pesticides safely; maintain records of fertilizers and chemicals used.

EMPLOYEE INFORMATION AND BENEFITS:

Employment Process: Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

Immigration and Reform Act: In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

Benefits: The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility. The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings

Leaves: The City offers 13 paid holidays; 10 days' vacation at the first year of service (graduates to 21 days for 20 years' service); 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

The City of Novato is an Equal Opportunity Employer.

**The City will make reasonable efforts in the selection process to accommodate persons with disabilities.
Please advise the Human Resources Division of such special needs at the time of application.**