

M AINTENANCE WORKER I / II

PAY RATE:

PWI: \$17.41 to \$22.22 per hour.

PWII: \$19.23 to \$24.54 per hour.

Full-time position with benefits.

ABOUT THE POSITION

Under direct (I) or general (II) supervision from the Public Works Manager, performs a variety of work in the construction, repair, maintenance, and replacement of Town infrastructure including, streets, parks, buildings, and drainage facilities and systems; uses and operates a variety of tools and light to heavy equipment; and performs related duties as assigned.

EXAMPLES OF TYPICAL JOB FUNCTIONS

(Illustrative Only)

- Performs construction, maintenance, and repair activities of Town streets, roadways, curbs, sidewalks, and drainage infrastructure; maintains and repairs asphalt pavement, concrete, traffic and street signs, and pavement markings.
- Performs routine cleaning, inspection, and preventative maintenance work for Town buildings.
- Inspects, cleans, maintains, and repairs storm drains and catch basins.
- Trims and prunes bushes, trees, and shrubs and removes weeds to provide clearance of roadways, easements, sidewalks, and signs.

- Performs street sweeping, snow plowing and other cleaning activities on public sidewalks, streets, parking lots, roadways, parks, Town Hall.
- Inspects and repairs park equipment, drinking fountains, public restrooms, benches, lighting, pathways, fences, and other park and landscape amenities; ensures that all aspects of equipment are functioning safely.
- Maintains Town parks, landscaping, medians, and right-of-way areas; Maintains, monitors, troubleshoots, and programs park irrigation systems; repairs sprinklers, booster pumps, backflows, main lines, and valves.
- Waters, mows, weeds, renovates, and fertilizes lawns; plants, prunes, and cares for trees, shrubs, groundcovers, and flowers.
- Assists repairing traffic signals and lighting.
- Inspects assigned Town infrastructure for safety issues, structural integrity, and possible future work projects and programs, appropriately marks areas that need to be repaired.
- Operates and maintains hand and power tools, vehicles, and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town infrastructure.
- Observes safe work methods and uses related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades, cones, and controls traffic around work sites, accidents, and special events to ensure safe conditions for the general public and Town staff; assists with clearing the roadway after a traffic accident.
- Responds to emergency issues that may cause a road hazard, including down trees or power lines, landslides, flooding, potholes, and traffic signal malfunctions.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Maintains accurate logs and records of work performed and materials and equipment used.

- Receives and responds to service calls and resident complaints; investigates resident issues and complaints; resolves or refers to supervisor.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of: Uses and purposes of general construction and maintenance, and tools and equipment; safe work practices.

Ability to: Perform heavy manual labor in varied assignments; understand and carry out oral and written instructions; establish and maintain cooperative relationships with those contacted in the course of work and with work crew. Must be able to lift, carry push and pull materials and objects averaging a weight of 50 pounds or heavier weights.

Education for I/II: Equivalent to the completion of the twelfth (12th) grade.

Experience for PWMW I: No previous work experience is required. Previous experience in the field of maintenance or construction is highly desirable.

License PWMW I: Valid Class C California Driver's License and the ability to obtain Class B Driver's license within six months of hire date in conformity with established town employee driving standards.

Experience for PWMW II: One year of experience as Public Works Maintenance I with the Town of Paradise or two years of increasingly responsible experience in street or grounds maintenance or heavy construction.

AND

License for PWMW II: Valid Class B California Driver's License in conformity with established town employee driving standards.

APPLICATION PROCEDURES

- ◆ Applications can be found at www.townofparadise.com

Interested persons who meet the minimum qualifications are invited to submit a completed Town of Paradise Application for Employment to the following address:

Town of Paradise - Human Resources
ATTN: PWMW I/II
Testing 5555 Skyway
Paradise, CA 95969

Application packets must include the following:

- Completed and signed Town of Paradise Application for Employment Form
- Specify which position you are applying for: PWI or PWII, depending on experience and license qualifications.
- Current (within 30 days) DMV printout must be submitted with application.
- Resume and cover letter optional.

FINAL FILING DATE

Application filing deadline is 5:00 p.m. on Thursday, November 14, 2019. Postmarks will not be accepted as proof of filing date.

SELECTION PROCEDURE

Following a review of the applications, the most qualified candidates will be invited to participate in an oral and/or written testing process. The successful candidate will be required to pass an extensive background check and a pre-employment physical prior to appointment.

Benefits

Benefits provided by the Town of Paradise will be pursuant to the General Employees Unit MOU for this position. Outlined below is a summary as at the time of recruitment.

- ◆ PERS Miscellaneous retirement plan (2%@60 for classic members, 2%@62 new members)
- ◆ Sick Leave 8 hrs/mo.
- ◆ Vacation Leave 0-4 yrs. - 80 hrs
5-9 yrs. - 120 hrs
10+ yrs. - 200 hrs
- ◆ Bereavement Leave up to 3 days each leave
- ◆ Holidays 12 days/yr.
- ◆ Floating Holidays 28 hrs/yr.
- ◆ Longevity Pay +5% of salary - 10 yrs.
+7.5% of salary - 15 yrs.
+10% of salary - 20 yrs.
- ◆ Medical Plan* PERS medical plan**
- ◆ Dental Plan* Met Life Dental Plan
- ◆ Vision Plan* Superior Vision Plan
*Employees pay a portion of premium for coverage
**Deferred Comp in lieu of medical is an option
- ◆ Short Term Disability Insurance Plan
- ◆ Long Term Disability Insurance Plan
- ◆ Life Insurance \$100,000
- ◆ Deferred Comp (457) avail for EE contribution
- ◆ No Social Security participation
- ◆ Gym Membership Reimbursement Benefit
- ◆ Retiree medical

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract.

TOWN OF PARADISE



**INVITES
APPLICATIONS FOR
MAINTENANCE
WORKER I / II**

**APPLICATION DEADLINE:
5PM THURSDAY
NOVEMBER 14, 2019**