

City of Hesperia

Employment Opportunity

SENIOR MAINTENANCE WORKER/WATER

(Open/Competitive)

(Recruitment is open/competitive and will establish a list to fill current and future Senior Maintenance Worker vacancies in the Water Division)

FINAL FILING DATE:
WEDNESDAY, SEPTEMBER 5, 2018 AT 5:30 P.M.

\$4274—\$5195 per month after required certifications obtained

CalPERS Retirement and excellent fringe benefits
(see reverse side of flyer for details)

This position is represented by Teamsters Local 1932



The Senior Maintenance Worker assists with training of assigned personnel; ensures safe work methods, procedures, practices and proper traffic controls are followed; identifies training opportunities and needs and makes recommendations. Provides information as is appropriate and resolves service complaints. Evaluates assigned work projects; estimates time, materials and equipment and acquires necessary resources. Supervises the operation and maintenance of various types of equipment, tools and machinery. Maintains accurate records and reports of all work performed, including labor, material and equipment. Reads and interprets maps, drawings, diagrams and blueprints, and participates in the City's After Hours On-Call Surveillance Program, adjusted work week schedule and may respond to emergency calls during night, weekend and holiday hours. The incumbent will perform related and peripheral duties as necessary.

Duties: Leads, oversees, reviews and performs the work of staff responsible for the installation, maintenance and repair of water distribution mains, valves, hydrants and water services. Performs preventative maintenance on all water distribution facilities; and performs other duties as required and necessary in the performance of this job.

QUALIFICATIONS

Three (3) years of directly related maintenance experience and possession of a high school diploma or GED; or any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.

LICENSE OR CERTIFICATION

Possession of, or ability to obtain, a valid class "C" California driver's license. Possession of a valid class "A" California driver's license preferred.

Possession of, or ability to obtain, a Grade 3 Water Distribution Operator Certificate and Grade 1 Water Treatment Operator Certificate, issued by the State Water Resources Control Board prior to the completion of one (1) year probation.

Knowledge of: Standard operating procedures for maintenance, construction and repair programs for an assigned area; methods and

techniques of supervision, training and motivation; operational characteristics of standard heavy and light duty maintenance tools and equipment; practices, methods, equipment and materials used in assigned construction and maintenance activities; occupational hazards and standard safety practices, including proper traffic control; and methods and techniques for record keeping.

Ability to: Operate an office computer and utilize applicable software; supervise, direct and participate in the activities of assigned crews; understand and follow instructions; read and interpret construction plans and specifications; communicate clearly and concisely, both verbally and in writing; perform a variety of heavy manual tasks; operate and maintain various equipment used in construction and maintenance including, but not limited to, motor graders, loaders, skidloaders, dump trucks, patch trucks, water trucks, vactor, pneumatic rollers and backhoes; courteously respond to community issues, concerns and needs; work independently and establish and maintain effective working relationships.

Working conditions: Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, eye/hand coordination, and repetitive movement, lift, carry, and push tools, equipment, or supplies weighing up to 100 pounds or more, in the performance of daily duties. The nature of the work also requires the ability to climb ladders, use power and noise producing tools and equipment, and operate motorized vehicles and heavy equipment with frequent interruptions and noise levels ranging from 72 to 97 decibels. The position requires both near and far vision when inspecting work and operating assigned equipment; the ability to accurately perceive sounds, and acute hearing when providing phone service or communicating in person. Noise levels are moderate to loud when indoors and outdoors. When working outdoors, the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, and ice and heavy vehicle traffic. May be required to work in confined spaces and use cleaning, lubricating and water purification chemicals, which may expose the employee to fumes, dust, hazardous gas and air contaminants.

SELECTION PROCESS: All interested applicants are required to submit a City application. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.

APPLICATIONS AVAILABLE: On the City's website at www.cityofhesperia.us, City of Hesperia, 9700 Seventh Avenue, Hesperia, CA 92345, or call the City of Hesperia Job Line at (760) 947-1100.

POSTMARKED APPLICATIONS WILL NOT BE ACCEPTED

FRINGE BENEFITS

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.25% (normal cost) of annual salary)
- Health Benefits – up to \$1013 per month toward medical, dental and vision insurance
- City paid
 - Employee Only Premium for Dental Insurance
 - Employee Only Premium for Vision Insurance
 - Life Insurance (\$30,000)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- 12 holidays
- Sick leave (96 hours per year)
- IRS 125 Plan Flexible Spending Accounts
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$2,500 per fiscal year available for eligible employees)
- 457 (b) Deferred Compensation Program available
- 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

ADJUSTED WORKWEEK SCHEDULE

Management is authorized to change normal work schedules for new employees to include closed Fridays, Saturdays, and potentially Sundays to serve the customer service needs of the City and save overtime costs. Reasonable notice of two weeks must be provided unless the normal work schedule change is mutually agreed to by the supervisor and employee.

THE COMMUNITY

Situated as the gateway to the High Desert, the City of Hesperia is located in beautiful Southern California with a rich history and exciting future. Located conveniently at the base of the San Bernardino Mountain Range, only 90 miles northeast of Los Angeles and 35 miles north of Ontario, the City of Hesperia is strategically located at the intersection of Highway 395 and Interstate 15 — a transportation corridor of national significance. Incorporated in 1988, Hesperia is one of the largest cities in California with a geographic area of approximately 75 miles and an adopted sphere of influence that encompasses an additional 36 mile region. With a rural atmosphere, hometown hospitality and more than 350 days of sunshine per year, it's no wonder more than 96,000 people have come to call Hesperia home. By maintaining a progressive and fiscally responsible approach, Hesperia is set to continue on a path of evolution and growth for many years to come.

CITY GOVERNMENT

The City of Hesperia is a general law city with a council-manager form of government. Hesperia has a five member City Council who are elected through a by-district election system to staggered, four-year terms with full implementation beginning 2018. Council Members also serve as the governing board of both the Hesperia Water District and Hesperia Fire Protection District. As a diverse workforce consisting of over 169 full-time employees, the City incorporates a wide range of departments and divisions including: City Manager (City Clerk and Information Technology), Management Services (Finance and Human Resources/Risk Management), Development Services (Building and Safety, Engineering, Planning, Animal Control, Code Enforcement), Public Works (Street Division and Water Division), and Economic Development. Additionally, the City of Hesperia contracts for both Police and Fire services through the County of San Bernardino.

ADA COMPLIANCE REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Hesperia makes reasonable accommodation for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodation, in order to participate in the testing process, must inform the Human Resources Division of the City of Hesperia in writing no later than the final filing date as stated on the job flyer. Also, those applicants needing such accommodations should document this request, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

IMMIGRATION LAW

All new employees hired by the City must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986.

BACKGROUND CHECK

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes fingerprinting, drug and alcohol testing and medical examination.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

There is a no smoking policy in effect within City offices and vehicles.