

Final Filing Date:

**Friday, October 12, 2018
at 4:30 p.m.**



City of Hesperia



**\$20.78
per
hour**

PART-TIME MAINTENANCE WORKER

Recruitment is open/competitive and will establish an eligibility list to fill current and future Part-time Maintenance Worker vacancies in the Public Works Divisions.
Position not to exceed 960 working hours per fiscal year.

Public Works

Divisions include:

- **Road Maintenance**
- **Traffic/Graffiti**
- **Water**
- **Wastewater**

City of Hesperia

9700 Seventh Avenue
Hesperia, CA 92345

Phone: 760.947.1100

Fax: 760.947.2978

Email: hr@cityofhesperia.us

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.

THE POSITION

The Maintenance Worker position is responsible for the cleaning and caring of tools and equipment; performs debris removal from assigned work areas; sets up and maintains traffic control, and adheres to all safety regulations and practices. May operate power construction and repair equipment, including trucks, tractors, loaders and related equipment. Assists with the installation and replacement of equipment and machinery; performs daily vehicle inspections and routine servicing of vehicles; maintains records of work performed in accordance with department policy; responds to questions and concerns from the general public as necessary, provides needed customer service and information as appropriate, resolves maintenance service complaints; and provides support to various divisions of the Public Works Department as required. This position performs related and peripheral duties as necessary, and participates in the City's adjusted workweek schedule.

DUTIES WHEN ASSIGNED TO:

Road Maintenance—Assists in road and shoulder grading maintenance programs; repairs and patches streets by hand, including hot and cold asphalt applications; performs a variety of tasks related to the maintenance and repair of open storm drain channels; performs landscape maintenance activities along rights-of-way and other City properties.

Traffic/Graffiti—Assists in the painting of curbs, legends and street striping. Maintains street signs, traffic signals and other traffic control devices. Assists in graffiti removal and other general maintenance activities.

Water—Assists in the construction and repair of water distribution mainlines, water service lines, valves, hydrants and related facilities. Assists in various maintenance programs, including but not limited to, flushing mains, meter pressure checks and repair, and mapping.

Wastewater—Assists in the construction and repair of wastewater and storm water collection systems. Assists in hydro-flushing all sewer mains; inspects collection system for leaks and storm drains for blockage.



QUALIFICATIONS:

Possession of a high school diploma or GED, and two (2) years related public works experience; or any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for satisfactory job performance.

License or Certificate: Possession of, or ability to obtain, a valid class "C" California driver's license.

Knowledge of: Practices, methods, equipment and materials used in the day-to-day maintenance and repair within assigned area; occupational hazards and standard safety practices including traffic control; operational characteristics of standard heavy and light duty maintenance tools and equipment; and methods and techniques of record keeping.

Ability to: Operate and maintain a variety of equipment, tools and machinery used on assigned work projects. Operate various equipment used in maintenance, repair and construction activities in an assigned work area; perform skilled and semi-skilled tasks in the construction and maintenance of public works facilities; understand and follow instruction; communicate clearly and concisely, both verbally and in writing; perform a variety of heavy manual tasks; assist in the training of less experienced personnel; 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 hand movement. The incumbent may frequently drive to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The need to lift, carry, push, and pull tools, equipment and supplies weighing up to 100 pounds is required. Additionally, the position requires both near and far vision when inspecting work, operating assigned equipment and the ability to accurately perceive sounds. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The incumbent may use fuel, cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, work in confined spaces,

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