

**Final Filing Date:**

**Friday, November 9, 2018 at  
4:30 p.m.**



# City of Hesperia



**\$26.90  
per  
hour**

## **PART-TIME FACILITIES MAINTENANCE TECHNICIAN**

Recruitment is open/competitive and will establish an eligibility list to fill current and future Part-time Facilities Maintenance Technician vacancies.  
*Position not to exceed 960 working hours per fiscal year.*

### **THE POSITION**

The *Part-time Facilities Maintenance Technician* position performs maintenance, limited construction and/or repair of all designated City owned buildings and facilities involving light plumbing, painting, drywall and tile repair, and basic carpentry. The incumbent assists in ensuring that buildings, offices and publicly accessible areas are maintained in a clean, sanitary and professional setting, as well as maintaining and repairing facilities and equipment such as icemakers, sinks, lavatories, sprinkler systems, benches, tables, signs, walls, window frames, cabinets and shelves, platforms, ramps, and hang doors; cleans plugged drains and performs routine maintenance on valves, fittings, and other fixtures. May assist in performing minor repairs to electrical problems, including replacing light bulbs, breakers, outlets, fuses and wiring; repairs locks, handles and security mechanisms. Assists in the planning and scheduling of projects; makes recommendations, prepares plans, identifies equipment and materials needed including budget proposals; oversees and instructs contractors on complex building maintenance projects; ensures adherence to safe work methods, procedures and practices; maintains timely and accurate records and reports of all work performed. Participates in the adjusted workweek schedule including 24 hour on-call response, weekends, evenings, holidays and emergency situations. This position performs other related and peripheral duties as required and necessary for the successful performance of this job.

### **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](http://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**

**HELP  
WANTED!**

**City of Hesperia**

9700 Seventh Avenue  
Hesperia, CA 92345

Phone: 760.947.1100  
Fax: 760.947.2978

Email: [hr@cityofhesperia.us](mailto:hr@cityofhesperia.us)



## **QUALIFICATIONS:**

Requires three (3) years of facility maintenance or related experience, and a High School diploma or GED; or any combination of education and experience that has provided 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 maintenance and facilities repair; operational characteristics of standard hand and power tools used in facilities maintenance; occupational hazards and standard safety precautions, practices, procedures and regulations; methods and techniques of record keeping; plumbing and public restroom repair; welding and metal fabrication; cement and carpentry work; plastering and painting procedures; basic mathematical principles.

**Ability to:** Operate and maintain a variety of equipment, tools and machinery used on assigned work projects; operate an office computer and applicable software applications as required. Work independently in the absence of supervision; organize and prioritize tasks to meet deadlines; perform a variety of building maintenance and repair duties including painting, plastering, plumbing, window installation, electrical and other related duties; operate various hand and power equipment used in facilities repair and maintenance; recognize potential problems and take corrective action; perform a variety of heavy manual tasks; use ladders to heights of twenty (20) feet; establish and maintain effective working relationships; make estimates of time and materials needed; accurately read, interpret and apply a wide variety of technical information from manuals, maps, charts, specifications, diagrams, drawings, blueprints and schematics; travel to different sites and locations; communicate clearly and concisely, both verbally and in writing; promote and enforce safe work practices.

**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, use power and noise producing tools and equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

## **THE COMMUNITY:**

Serving as the Gateway to the High Desert, the City of Hesperia is conveniently located at the foot of the San Bernardino Mountain Range, 35 miles north of San Bernardino, 90 miles northeast of Los Angeles, and 195 miles south of Las Vegas, at the intersection of Highway 395 and Interstate 15. With an elevation of 3,250 feet, Hesperia is one of the largest cities in California, with an area of approximately 75 square miles, its adopted sphere of influence extends its geographic reach by an additional 36 square miles. Incorporated in 1988, the City of Hesperia's uncensored population is approximately 96,000. Hesperia offers the best of Southern California lifestyle with clean air, over 350 days of sunshine and deep blue skies that attract businesses and residents alike. With its strategic location, Hesperia is posturing itself to be a major distribution and logistics hub in the Southern California Region.

## **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.