



CITY OF NORCO EMPLOYMENT OPPORTUNITY



Public Works Department

MAINTENANCE WORKER I, II, or III Depending on Experience

Full Time, 36 hour work week, Monday-Thursday
(Weekend and On-Call Required on as needed basis. **30 minute response time required**)

SALARY: Maintenance Worker I \$40,270 - \$45,325 annualized
Maintenance Worker II \$46,684 - \$52,544 annualized
Maintenance Worker III \$54,120 - \$60,913 annualized

PLACEMENT: Applicants selected for employment may be hired at any level within the Maintenance Worker series based on actual experience and qualifications.

BENEFITS:

The City of Norco provides an outstanding benefit package which includes: a 36-hour workweek; Health Insurance, City paid up to \$1,250 per month; Dental HMO and Vision family coverage paid by City; Life Insurance and PERS Retirement (Classic Employee 2.7% @ 55 - employee pays 8%, New Employee/PEPRA 2% @ 62 employee pays 6.75%); Vacation accrual at 86.4 hours per year (0-4 years); Sick leave accrual at 8.1 hours per month; 11 paid holidays and up to 3 floating holidays per year. The City does not participate in Social Security. Review Public Works and Parks Maintenance Workers MOU for further benefit details.

TYPICAL DUTIES & RESPONSIBILITIES:

May require weekend, evening and/or holiday work assignments. Must adhere to work schedule with prompt and regular attendance.

Must complete all required FEMA, Mandated Reporter and Sexual Harassment Training within 30 days of appointment. Must complete all other City specific training within specified period of time.

Performs other job related duties as required.

Maintenance Worker I is an entry level class in the Public Works Department. Incumbents perform a wide variety of general and manual labor duties. Incumbents normally work under direct supervision and within a crew, but are also expected to work productively on an individual basis and/or in the absence of a supervisor or lead worker. Based on experience, certifications, and performance incumbents may advance to Maintenance Worker II or III at the discretion of the Director of Public Works subject to budget availability.

Maintenance Worker II & III are multi-incumbent classes which also performs a wide variety of general and manual labor duties. Maintenance Worker II's and III's are distinguished from the Maintenance Worker I class by acquiring additional minimum certifications and the performance of more difficult duties involving the exercise of a

greater degree of responsibility, independent judgment and initiative. May provide temporary supervisory role during onsite maintenance issues. Maintenance Worker II's and III's perform their duties with a limited amount of direction/supervision, are expected to solve most work related problems independently and may act as crew leader on a limited basis.

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Operates a variety of equipment including hand and power tools, backhoes, dump trucks, water trucks, jack hammers, rollers, tractors, sweepers, small skip loaders, trenchers, chemical sprayers, large and small trucks.

Performs manual labor in the maintenance and repair of sidewalks, horse trails, and parkways; assists in tree trimming and the abatement of weeds and other nuisances in public areas.

Participates in the maintenance of parkways, trails, and fences; oversees court-appointed workers performing maintenance work and completes related paper work.

Repairs and maintains water distribution, treatment and sewer systems; reads and monitors system meters and gauges; installs radio read meters; conducts water production sampling, well maintenance and cleaning; cleans, maintains and repairs sewers; performs pump and equipment maintenance and repairs; sprays pesticides around water stations and well facilities.

Cleans and maintains signs, drainage channels, catch basins, wells, underpass sump pumps, tanks, reservoirs, yards and buildings. Cleans pipes, fittings, meters and valve boxes, settling basins and reservoirs. Installs and repairs posts, fences, gates and guard rails. Mixes mortar, pours and finishes concrete floors/slabs and removes concrete. Makes major and minor adjustments/repairs to equipment.

Digs trenches using air tools and backfills manually. Assists with asphalt, pavement and sidewalk maintenance activities. Paints and checks operation of fire hydrants and makes repairs to hydrants as necessary. Assists in the installation, removal, maintenance and repair of pipes, valves, meters and overhead or underground utilities; line locating and utility line locating. Assists in tapping water lines and the maintenance of lateral services and other water and sanitary sewer utility components.

Assists trade workers in specialized areas. Drives a vehicle on City business. Performs other tasks/functions deemed necessary to the daily operation of the City.

DESIRABLE QUALIFICATIONS:

Maintenance Worker I

Experience: One year field experience desirable.

Education: High School Diploma or equivalent education. Grade I Water Distribution Operators Certification and a Valid California Class A Commercial Driver's License required within 12 months of hire date.

Knowledge of: Routine semi-skilled repair and maintenance of public facilities and infrastructures; meter, valves and gauge operation, reading and logging procedures and

methods; care, use and operation of hand and power tools and equipment; occupational safety and health regulations, practices and procedures; basic water distribution and sewer collection systems operation and maintenance. Skill in oral and written communications and in establishing and maintaining effective working relationships. Ability to communicate with professionalism, courtesy and tact. Knowledge of customer service and public relations practices, procedures and techniques.

Ability: To learn the proper methods for installing, maintaining, and repairing public infrastructure and facilities; maintaining trails and parkways for public safety; performing manual and semi-skilled labor; operation of light and heavy duty equipment and vehicles. Ability to communicate with professionalism, courtesy and tact. Ability to use proper English language including spelling, grammar and punctuation. Ability to use computer hardware, software and peripherals related to area assigned.

License/Certification Required: Grade I Water Distribution Operators Certification and an acceptable driving record at time of appointment and throughout employment. A Valid California Class C driver license upon appointment and a California Class A Commercial Driver's License required within 12 months of hire.

Employees are enrolled in the Department of Motor Vehicles (DMV) government Employer Pull Notice Program. Class A drivers are subject to the Department of Transportation (DOT) random drug testing requirements.

MAINTENANCE WORKER II

Knowledge of those items listed under "Knowledge of" for Maintenance Worker I, plus the following:

Knowledge of fundamentals of maintaining and operating a water distribution and sewer collection system; pipe welding; traffic control; safe operation of heavy equipment and vehicles; safety precautions and practices with emphasis on OSHA training – confined space, shoring, hazmat, etc.

Ability to do/perform of those items listed under "Ability" for Maintenance Worker I, plus the following:

Ability to perform asphalt/street rehabilitation; provide mentoring and training of Maintenance Worker I employees; handle an increasing level of duties independently; increased skill in welding; ability to perform public right-of-way inspections and complete dig alert utility locations and markings.

License/Certification Required: Must possess a State of California Grade II Water Distribution Operators Certification, a State of California Water Treatment I Certification and/or Sewer Collections I Certification and Valid California Class A Commercial Driver's License.

A typical way to obtain the knowledge and abilities is as follows:

Education: Obtain a High School Diploma or equivalent; Water Distribution System Operation and Maintenance (State Office of Water Program); Operations and Maintenance of Wastewater Collection System (State Office of Water Programs). Obtain a State of California Grade II Water Distribution Operators Certification, a State of California Water Treatment I Certification and/or Sewer Collections I Certification and Class 'A' California Driver's License.

AND

Experience: Minimum of 3 years as Maintenance Worker I.

The following certifications are desirable: Traffic Control Certification; Traffic Signal Certification; Applicator Certification (weed spraying).

MAINTENANCE WORKER III

Knowledge of those items listed under “Knowledge of” for Maintenance Worker II, plus the following:

Advanced methods of maintaining and repairing water distribution and sewer collection systems; how to effectively mentor and train other employees; advanced traffic control; safety precautions and practices with emphasis on OSHA training – confined space, shoring, hazmat, etc.

Ability to do/perform of those items listed under “Ability” for Maintenance Worker II, plus the following:

Ability to perform and complete journeyman level maintenance and repairs of streets, trails, storm drains, tree trimming, water distribution and sewer collection systems; in absence of Supervisor act as on-site crew lead of Maintenance Workers involved in repair or construction; exercise independent judgment.

License/Certification Required: Must possess a State of California Grade III Water Distribution Operators Certification, a State of California Water Treatment I Certification and/or Sewer Collections I Certification and Valid California Class A Commercial Driver’s License.

Or

Must possess a State of California Grade II Water Distribution Operators Certification, a State of California Water Treatment II Certification and/or Sewer Collections II Certification and Valid California Class A Commercial Driver’s License.

A typical way to obtain the knowledge and abilities is as follows:

Education: Obtain a High School Diploma or equivalent; Water Distribution System Operation and Maintenance (State Office of Water Program); Operations and Maintenance of Wastewater Collection System (State Office of Water Programs).

AND

Experience: Minimum of 5 years as Maintenance Worker I and II.

The following certifications are desirable: Traffic Control Certification; Traffic Signal Certification; Applicator Certification (weed spraying); IMSA (signs and markings); and Arborists Certification.

PHYSICAL REQUIREMENTS:

Ability to communicate orally, in person or by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift repeatedly up to 100 pounds; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to extreme weather conditions, moving equipment, heavy equipment, moving traffic, dust, noise, toxic fumes and chemicals, infectious diseases, air and water borne pathogens and other potentially hazardous substances;

stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

EMERGENCY SERVICES:

In accordance with Government Code Section 3100, in the event of a disaster, all city employees are considered disaster service workers and may be required to perform assigned emergency service duties in the event of an emergency or disaster. Employees must complete required FEMA courses within thirty days of employment.

SELECTION PROCESS: Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Final appointments will be subject to a selection interview with the Director of Public Works or designee and the remaining conditional steps in the hiring process. This position requires a conditional employment offer based on the successful completion of a medical examination and drug and alcohol screening.

Notifications will be conducted by Human Resources.

APPLICATION PROCESS/FILING PERIOD: One position open until filled. **Applicants must complete and submit a signed/original City of Norco employment application and a recent DMV driver record**, resumes are not accepted in lieu of a City application. Enclose copies of any certifications, training, or degrees. This recruitment may close at anytime without notice. Faxes or emails will not be accepted.

APPLY TO: City of Norco, 2870 Clark Avenue, Norco, CA 92860. City applications may be downloaded from the City's website, www.ci.norco.ca.us.

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, religion, creed, age, disability (mental and physical), sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex orientation, gender identity, gender expression, medical condition, genetic information, marital status, or military and veteran status. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

IMMIGRATION LAW:

All new employees 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 within the first three days of employment.

BACKGROUND CHECK:

All employment offers are conditional based on the successful completion of a background investigation, physical and drug and alcohol screening at city expense and conducted by a physician designated by the city. Applications must be thoroughly completed and signed. All information on the application is subject to investigation and verification. Reference checks will be conducted by the City to include at least the following: (1) verification/reference from current and past employers, (2) fingerprinting

and Department of Justice criminal background check, and (3) confirmation of necessary licenses, certificates, and/or diploma/degrees.

DRUG SCREENING: In accordance with the City's drug free workplace policy, all employment offers are conditional and based on successful completion of drug test.

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