



# City of Gonzales

P.O. BOX 647  
PHONE: (831) 675-5000

147 FOURTH ST.  
FAX: (831) 675-2644

GONZALES, CALIFORNIA 93926  
[www.ci.gonzales.ca.us](http://www.ci.gonzales.ca.us)

## MAINTENANCE WORKER - ENTRY

### DEFINITION

To perform a wide variety of maintenance, repair, and construction work on City streets, storm drains, water and sewer system operations, parks, buildings and other City facilities; to assist in the operational support of public wells, sewer treatment plant and related services; to provide efficient customer service and to function as a positive and cooperative team member.

### DISTINGUISHING CHARACTERISTICS

This job class functions at an entry level of job performance. Employees allocated to this classification perform the more routine tasks in a learning capacity while acquiring skill sets. Incumbents in this job class are not expected to perform with the same independence of action as journey level employees. Incumbents in this job class may perform the more skilled tasks in a training capacity. At this entry level, incumbents may be assigned to various work crews and participate in cross training exercises.

### SUPERVISION RECEIVED

Employees in this classification receive direct supervision from the Public Works Supervisor within a well-defined framework of established policies and standard operating procedures. Employees in this classification may receive technical and functional supervision from a higher level, more experienced employee.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Performs a wide range of maintenance, repair, and construction activities on City streets, water/sewer systems, storm drains, curbs, sidewalks, parks, buildings, and other facilities.
- Assists in the performance of operational and monitoring activities in support of the City's water/sewer treatment facilities.
- Learns and repairs and maintains water and wastewater distribution and pumping equipment; repairs leaks; replaces broken lines with appropriate pipes; measures, cuts, and threads pipe.
- Learns and maintains and cleans sewer lines; enters manholes to access lines; operates power and hand rodders in the cleaning process.
- Learns and repairs, maintains, constructs, and breaks up a variety of paved surfaces; patches and paves utilizing pre-mixed asphalt; breaks up and removes old concrete utilizing a jackhammer and a variety of hand tools; builds forms, mixes and pours new concrete sidewalks, curbs, gutters, drop inlets and catch basins.
- Learns and repairs, maintains, constructs and installs traffic signs; paints curb and traffic markings on streets and intersections utilizing hand brush, roller and/or spray guns; controls traffic in a safe and effective manner.
- Learns and excavates and prepares potholes, low spots and excavations related to water and wastewater line repair for patching on streets and alleys.

- Learns and turns water service on and off per instructions; learns and reads water meters on a scheduled basis and records readings on an automated system for billing purposes.
- Learns and performs a variety of groundskeeping and landscaping activities in the maintenance of city parks, playgrounds, and areas surrounding city buildings and other facilities; mows weeds, waters, trims, seeds, and fertilizes lawns, turf, and planting areas; prunes trees and shrubs utilizing a ladder and/or other climbing equipment.
- Learns and installs and repairs sprinkler/irrigation systems; lays tubes and drip systems; removes and replaces sprinkler heads and automatic controllers.
- Performs a variety of unskilled/semi-skilled and heavy physical labor; removes, hauls, and dumps trash.
- Learns and operates a variety of motorized, power, and hand-powered machines and equipment to include roller, dump truck, back hoe/front loader, jackhammer, tamper, compressor, arc welder, sewer rodder, mower, concrete saw, auger or sand blasting machine, pick-up truck, street sweeper, shovels, rakes, picks, hoes, wrenches, edgers, drills and saws.
- Learns and performs preventative and routine maintenance on assigned vehicles and other motorized and power equipment, notifies appropriate personnel regarding needed repairs and/or other operational problems.
- Identifies a variety of safety/health hazards as well as public works facilities and systems in need of maintenance or repair; notifies appropriate party of potential problems to ensure a timely and effective response.
- Responds to emergency calls on weekends, holidays, and evenings as well as being available for standby duty as assigned and as necessary.
- Performs related duties as required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Basic methods, tools, and equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.
- Basic operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.
- Basic safety procedures applicable to a variety of maintenance and construction activities.
- Understand and carry out a variety of oral and written instructions.
- Learn the city's operations, policies and procedures as they relate to assigned duties.
- Learn the operations and maintenance of City's water and sewer treatment and distribution operations and related systems.
- Learn to operate a variety of light to heavy motorized and power equipment utilized in the maintenance, repair, and construction of the City's public works operations and facilities in a safe and effective manner.
- Operate a variety of hand powered maintenance and construction equipment in a safe and effective manner.
- Perform routine mathematical calculations including addition, subtraction, multiplication, and division.
- Maintain routine records and logs.
- Communicate orally in an effective and tactful manner.
- Provide courteous and positive customer service.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

#### **LICENSES AND CERTIFICATES**

Possession of a valid and appropriate California state driver's license; and possession of a safe driving record per the City's driving standards policy.

## TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be the equivalent to high school graduation to include the ability to read and write at a level required for successful job performance. Some prior experience in the construction, maintenance, groundskeeping, or landscaping industry.

## SALARY AND BENEFITS

**SALARY RANGE:** \$2,904.62 – \$3,533.91/month.

**HEALTH INSURANCE:** The City shall pay 100% of the cost of health insurance premiums for an employee's medical, vision and dental coverage, and contributes toward dependent coverage.

**RETIREMENT:** *Miscellaneous (non-safety)-Classic* employees will be enrolled in the 2% @ 60 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

*Miscellaneous (non-safety)-PEPRA* employees will be enrolled in the 2% @ 62 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

**HOLIDAY LEAVE:** Twelve (12) days per year.

**VACATION LEAVE:** Vacation Leave is accrued as follows:

1. Six and two-thirds (6 2/3) hours per month for **less than three (3) years** of service.
2. Ten (10) hours per month for **three (3) to ten (10) years** of service.
3. Eleven and two-thirds (11 2/3) hours per month for **ten (10) to fifteen (15) years** of service.
4. Thirteen and one-third (13 1/3) hours per month for **fifteen (15) or more years** of service.

**SICK LEAVE:** Eight (8) hours per month.

**LIFE INSURANCE:** The City pays 100% of the current Life Insurance Policy.

**LONG TERM DISABILITY:** The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

### **APPLICATION/SELECTION PROCEDURE AND DEADLINE**

All applicants must complete and file a City of Gonzales application form, plus submit with the application their responses to the supplemental questionnaire. A resume may be submitted with the application, but cannot take the place of the application. **Deadline is June 28, 2019.** Applications may be mailed to the Personnel Department, City of Gonzales, P.O. Box 647, Gonzales, CA 93926. If delivered in person, applications may be received at Gonzales City Hall, 147 Fourth Street, Gonzales, CA. Written applications and supplemental questionnaires will be screened, and the most qualified applicants will be invited for interviews. Applications submitted without a completed supplemental questionnaire will not be considered.

If you have a disability which may require an accommodation in the selection procedures outlined above, please notify the City Clerk in writing by the filing deadline date.

*The City of Gonzales is an Equal Opportunity Employer.*



*City of Gonzales*

[www.gonzalesca.gov](http://www.gonzalesca.gov)

**OFFICE USE ONLY**  
**DATE RECEIVED**

P.O. Box 647 \* 147 Fourth Street, Gonzales, CA 93926

☎ (831) 675-5000 ☎ (831) 675-2644

## EMPLOYMENT APPLICATION

*Please print in ink*

Date	Social Security Number	Home Phone # ( ) ( )	Cell Phone # ( ) ( )
Name (First)	(Middle)	(Last)	California Driver's License No.
Mailing Address		City	State      Zip
Type of Work or Position Applying for 1.	2.	Full Time ____ Part Time ____	Permanent ____ Temporary ____
Are you between the ages of 18 and 70? Yes__ No__	If hired, can you furnish proof of age? Yes__ No__	If you are not a U.S. Citizen, Do you have the legal right to remain and work permanently in the U.S.? Yes__ No__	Do you have permission to work Temporarily? Yes__ No__
Have you ever been employed by the City? Yes__ No__	Dates employed Department Position	Do you have a relative employed by the City? Yes__ No__	Name Department Position
Referred by	Day Phone #	Evening Phone #	

**ANSWER THESE QUESTIONS IF ANY POSITIONS FOR WHICH YOU ARE APPLYING REQUIRE PROFICIENCY IN THE FOLLOWING**

Language(s) Written	Other Skills or Special Training You Have or Machines You Operate
Language(s) Read	
Words Per Minute	Computer Programs

### EDUCATION

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	College 1 2 3 4	Graduate 1 2 3	List below only the schools you have attended at the high school level and beyond. Include technical, military, professional, college, or university.				
Name of School	Location	From Mo/Yr	To Mo/Yr	Units Completed	Degree or Diploma	Major	

EXTRACURRICULAR ACTIVITIES (you may exclude any names of organizations which may reveal your race, religion, national origin or ancestry)	HONORS RECEIVED

If you are applying for a position in a scientific, technical, professional or administrative field, list by descriptive title (not course number) the courses in your major field and all related courses you have taken at the college level. Indicate lower division courses you have taken at the college level. Indicate lower division courses with "I" upper with "U" and graduate with "C" units and final grade.

Subject	Lower, Upper or Graduate	Units	Grade	Are You Attending School Now? Yes__ No__ Where? _____ What Hours? _____ Course of Study? _____ Do You Plan Further Educational Study? Yes__ No__ What Field? _____

Certificates and licenses (give state, number and expiration date) and membership in professional societies.

Community activities, special interests: (you may exclude names of organizations, which may reveal your race, religion, national origin or ancestry)

Other Pertinent Qualifications:

### EMPLOYMENT RECORD

List your present or most recent employer FIRST and include U.S. Armed Forces experience and major volunteer experience; account for all time during at least the past ten years, including periods of unemployment. You may exclude names of organizations, which may reveal your race, color, religion, national origin or ancestry. If more space is required, attach a separate sheet to this form.

<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
<b>From:</b> Month      Year	<b>To:</b> Month      Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
<b>From:</b> Month      Year	<b>To:</b> Month      Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
<b>From:</b> Month      Year	<b>To:</b> Month      Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?

### MILITARY SERVICE

Service Dates	Branch	Highest Grade/Rank	Type of Discharge
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*The City is an  
affirmative action/equal  
opportunity employer*

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

\_\_\_\_\_  
Applicant's Signature



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## MAINTENANCE WORKER-ENTRY

### SUPPLEMENTAL QUESTIONNAIRE

#### **INSTRUCTIONS TO APPLICANTS:**

This supplemental questionnaire must be submitted with your application for the position of Maintenance Worker-Entry.

This supplemental questionnaire requires that you prepare a narrative description in response to each item. In answering the following questions, please include your background, skills and experience in the areas of Maintenance Worker-Entry. Your ability to provide clear and concise answers will be used in assessing your qualifications for this position. Please limit your answers to the spaces provided.

**Applications for the position of Maintenance Worker-Entry will not be considered without the supplemental questionnaire.** Only those applicants demonstrating the best job-related qualifications will be invited for interviews. Therefore, it is to your advantage to complete this form thoroughly and accurately. The information contained within your responses will be verified through background and reference checks should you be selected as a finalist.

*Responses such as "see resume," "see application," or "see attached" will not be evaluated.*

I, THE UNDERSIGNED, UNDERSTAND THAT ALL INFORMATION PROVIDED HEREIN IS SUBJECT TO VERIFICATION AND IS TRUE TO THE BEST OF MY KNOWLEDGE AND ABILITY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Day Phone Number

\_\_\_\_\_  
Print Mailing Address, City, State, Zip

APPLICANT'S NAME: \_\_\_\_\_

**SUPPLEMENTAL QUESTIONNAIRE**

**MAINTENANCE WORKER-ENTRY**

1. In your own words, describe what you feel are the primary duties of a Maintenance Worker for the City of Gonzales.

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