

CITY OF LAKEPORT JOB
ANNOUNCEMENT



MAINTENANCE WORKER I & II

Maintenance Worker I: \$2,932 - \$3,743 per month
Maintenance Worker II: \$3,355 – \$4,282 per month
Filing Deadline: Friday, Oct. 8, 2021 – 5:00 P.M.

APPLICATION PROCESS

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x103 or by visiting the [Employment page](#) of the City's website www.cityoflakeport.com. Please submit a completed [City of Lakeport Application and Supplemental Questionnaire](#) no later than 5:00 p.m. on Friday, Oct. 8, 2021. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All City applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview and may be required to complete other testing. Appointment to the position is contingent upon successfully passing all examinations. Finalist candidates must pass a comprehensive medical examination and drug screening by the City physician as a condition of employment.

HOURS OF WORK

The incumbent will work a "9-80" schedule which may include a non-traditional workweek. Incumbent may be required to work weekends and is subject to on-call time and overtime.

JOB DEFINITION

Incumbent performs semi-skilled labor in the construction and maintenance city public works systems including water and sewer systems, streets, traffic systems, sidewalks, boat ramps and storm drains. Performs a variety of tasks involved in the maintenance or repair of City buildings and facilities.

EXAMPLES OF DUTIES

Please see full job description available with application packet.

Within the Utilities Division, participates in the work of a water or sewer crew engaged in installing or repairing large and small services; cutting, fitting, laying and repairing mains; cleaning and flushing mains; repairing mains, valves and hydrants; inspecting, testing, and operating valves, fittings and related distribution equipment; repairing fire hydrants and flow testing related equipment; locating,

excavating and repairing lines and related facilities; inspecting projects for leaks, decayed pipes, and spills; installing barricades and routing traffic in a safe manner.

Incumbent will assist in the Infiltration and Inflow Program which includes gathering input/output data into computer database management software.

Within the Public Works Division, participates in the work of the street maintenance crew engaged in repairing and replacing concrete sidewalks, curbs, and gutters; repairing and maintaining city streets and alleys by patching with hot or cold asphalt mix; clearing storm drains and catch basins; operating a variety of equipment and using a variety tools/equipment such as rollers, dump trucks, jack hammers, air compressors, tractors; setting up traffic control and safety zones.

Operates a variety of light, medium and heavy equipment including street sweeper, backhoes, boom truck, dump trucks; checks equipment and performs routine maintenance; operates a variety of hand and power tools.

LICENSES AND SPECIAL REQUIREMENTS

- A valid California driver's license.
- Possession of (or ability to obtain within twelve months) a Class B California driver's license with Tanker and Air Brake endorsements and a satisfactory driving record. Ability to obtain a Class A driver's license.
- Possession of or ability to obtain a California Pesticide Applicator Certificate may be required for some assignments.
- When mandated by the state, possession of certifications such as collections and distribution.
- Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards

DESIRABLE QUALIFICATIONS

Basic knowledge of common tools and equipment used in construction and maintenance work; safety precautions and procedures; traffic laws, ordinances and rules related to truck and heavy equipment operations; equipment and procedures involved in the construction, maintenance, and repair of streets and drainage systems; the materials, tools, and methods used in general building repair and maintenance.

Ability to understand and carry out oral and written directions; perform heavy manual labor and physically strenuous tasks on a regular basis, safely operate vehicles, equipment and stationary mechanical equipment and make minor adjustments and repairs; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; apply policies and procedures; work independently; work safely; pour and mix concrete; read and interpret basic maps and blueprints; perform light carpentry, plumbing, and masonry work; perform a variety of building maintenance tasks.

PHYSICAL PROFILE

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

EMPLOYEE BENEFITS

Public Employees Retirement System: The City provides the PERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members.

Holidays: Thirteen specific holidays

Vacation: Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

Sick Leave: Sick leave accrual of 12 days per year.

Medical, Dental Life Insurance: The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

THE RECRUITMENT PROCESS

Application: Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately and a separate application must be submitted for each position applied for.

Examination: Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

Exam Accommodations: In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x101 so your request may be reviewed prior to the occurrence of testing.

Probationary Period: Generally, employees appointed to regular positions serve a twelve (12) month probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation age disability or marital status.

Open: Sept. 22, 2021; Closes Oct. 8, 2021