

**RECRUITMENT ANNOUNCEMENT****Job Posting No. 2017-02**

City of Newman

**MAINTENANCE WORKER I  
PUBLIC WORKS DEPARTMENT****Salary:**  
**\$2,443 - \$3,118 Monthly**  
(Effective 7/01/2017)**Plus Excellent Benefits**

The City of Newman is an Equal Opportunity Employer and complies with the ADA.

**POSTED: May 12, 2017****CLOSES: Friday, June 2, 2017****Application materials must be received in our office before 5:00 p.m. on the date specified.  
No postmarks will be accepted.****ABOUT THE POSITION**

The City of Newman is accepting applications for two (2) Maintenance Worker I positions to perform a variety of tasks; including the construction, modification, maintenance, repair and operation of City infrastructure; including streets, traffic controls and structures, storm and sanitary sewers, water and wastewater systems, parks, landscaping, trees and facilities; performs preventative and routine maintenance on equipment and vehicles; operates specialized equipment and performs other related work as required.

This position may be required to work various shifts or emergencies on evenings, weekends and holidays. A valid California Driver's License is required. For additional information, please see the attached job description.

**HOW TO APPLY**

You are **REQUIRED** to complete and submit a Supplemental Questionnaire with the Employment Application for this position. **Applications will not be accepted without the required supplemental questionnaire and the supplemental questionnaire will not be accepted without the required application. YOU MAY NOT SAY "SEE RESUMÉ" IN LIEU OF ANSWERING ANY QUESTIONS ON EITHER THE APPLICATION OR SUPPLEMENTAL QUESTIONNAIRE.**

We do not fax application materials or accept faxed or e-mailed application packets.

A fully completed CURRENT City of Newman Employment Application form and required Supplemental Questionnaire must be submitted to the City either by:

Mail:  
**City of Newman**  
**P.O. Box 787**  
**Newman, CA 95360**

In-Person:  
**City of Newman**  
**938 Fresno Street**  
**Newman, California**

APPLICATIONS MUST BE RECEIVED BEFORE 5:00 PM ON THE FILING DEADLINE.

**NOTES**

**EXAMINATION PROCESS:** Although you may meet minimum qualifications listed for the position, the City reserves the right to consider only the best-qualified applicants to continue in the examination process. The examination process may consist of an application screening, written examination, performance examination, oral interview, assessment center or any combination of these. A selected number of qualified applicants will be invited to participate in the first round of interviews.

If you have any questions, please call Mike Maier, City Clerk at: (209) 862-3725, Option 5



**FLSA: NON-EXEMPT**

## **MAINTENANCE WORKER I/II**

### **DEFINITION**

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, repair, and operation of City infrastructure, including streets, traffic controls and structures, storm and sanitary sewers, water and wastewater systems, parks, landscapes, trees, and facilities; performs preventative and routine maintenance on equipment and vehicles; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives technical and functional direction from the Senior Maintenance Worker and receives direct or general supervision from the Public Works Superintendent. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

**Maintenance Worker I:** This is the entry-level class in the public works maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

**Maintenance Worker II:** This is the journey-level class in the public works maintenance series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Senior Maintenance Worker in that the latter is responsible for technical and functional direction over lower-level maintenance staff and is capable of performing the most complex duties assigned to the department.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

**Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.**

#### **When performing the street maintenance:**

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City streets and related facilities.
- Provides for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt in patching, painting and striping, repairing, and reconstructing streets.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing sign posts and signs in accordance with City, State, and Federal Codes.

- Performs a variety of duties in the maintenance of storm drainage structures to ensure efficient drainage, including inspecting, repairing, and replacing storm drains.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians as necessary.
- Maintains City alleys to ensure safe and efficient access for the public.

**When performing the water distribution systems maintenance:**

- Operates and maintains light, medium, and heavy duty equipment and trucks appropriate to the construction, maintenance, and repair of the City's water distribution system.
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary.
- Repairs transmission and distribution water mains, including installing parts as necessary.
- Installs and replaces water and fire services and hydrants, including installing parts and fittings and performing scheduled maintenance and making any repairs.
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- Turns water service on or off; performs water service shut-offs for non-payments.
- Reads commercial and residential water meters on assigned routes, and records subsequent data in a legible and accurate manner.
- Repairs or replaces meters as necessary to ensure efficient operation, maintains complete and accurate records, and/or reports potential or existing problems to immediate supervisor.
- Maintains water wells systems and grounds; monitors and logs records; collects water samples and prepares appropriate paperwork; performs chlorine tests of water supplies.
- Performs preventative maintenance and troubleshooting of water well control panels, including replacing fuses, changing starters, and disconnecting motors.

**When performing the wastewater collections systems maintenance:**

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the City's wastewater infrastructure system.
- Maintains wastewater lines and pump stations to ensure continuous flow of City wastes.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and rodding.
- Provides installation, maintenance, and repair of wastewater mains and laterals.
- Operates and maintains the City's close circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Installs and maintains wastewater manholes and makes minor repairs as directed.
- Inspects wastewater lines, pump stations, and manholes to ensure compliance with established codes.
- Maintains the City's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the City, including repairing broken wastewater mains and parts to ensure clean and open distribution.
- Inspects, rebuilds, and services pumps, check valves, and floats as necessary.
- Installs new wastewater laterals and mains, including hooking up laterals for new home construction.
- Transports contaminated soils and raw sewage to designated areas for proper disposal.
- Performs asphalt and concrete repair and patch work; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Installs and maintains different metering devices throughout the City's infrastructure to monitor wastewater flows; downloads necessary information onto a computer.
- Monitors and checks operations storm and sewer lift stations; performs preventative and basic maintenance as required.

**When performing the parks maintenance:**

- Performs a variety of technical landscape construction duties, including planting flowers, shrubs, and trees, pruning and repairing damaged trees, making and repairing tree wells, irrigating, mowing, and fertilizing turf, trimming and planting, fertilizing, and pruning shrubs.
- Inspects, maintains, repairs, and constructs developed and undeveloped parks, playgrounds, athletic fields, and other related facilities and properties.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes, and street trees, and completing necessary paperwork.

- Operates specialized vehicles and heavy equipment related to the construction, maintenance, and repair of City parks, landscapes, and street trees, and related facilities.
- Installs, inspects, and maintains park equipment and grounds to ensure safe operating conditions for citizens, including making repairs.
- Maintains parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning and repairing restrooms.
- Maintains park appearance, including mowing, trimming, edging, fertilizing, and watering lawns and other landscaped areas.
- Maintains the interior and exterior of park facilities, including making repairs.
- Installs and repairs irrigation equipment, including installing irrigation pipes, maintaining clocks and timers, testing systems, replacing valves, and making repairs.
- Inspects City premises for graffiti vandalism, uses appropriate chemicals and high-pressure equipment to remove graffiti.

**When performing the facilities maintenance:**

- Performs routine maintenance and alterations on City buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; adds and demolishes walls; builds and repairs cabinets and counters; installs and repairs stairs; builds storage units; installs and repairs ceiling tiles, floor tiles, linoleum, and/or carpet; hangs doors; repairs sheet rock; repairs and patches roofs and paints or stains as necessary; and performs other related tasks.
- Performs installation and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, replaces faucets and valves, cleans grease traps, and flushes sewer lines; installs, maintains, and repairs drains, water lines, hot water heaters, and garbage disposals.
- Performs basic maintenance on City electrical systems; repairs and replaces light bulbs and electrical fixtures; troubleshoots, repairs, and runs circuits; identifies circuits and calculates circuit loads; tests voltages, ohms, grounds, neutral, and common wires.
- Repairs block/brick structures, replaces grout and repairs cracks; patches cement, constructs forms, and pours concrete for small jobs such as walkways or slab repair.
- Sets up rooms and equipment for classes, parties, conferences, meetings, and other functions; moves and arranges furniture.
- Performs general custodial work, including cleaning and sanitizing restroom facilities and fixtures, sweeping, vacuuming, moping, waxing, striping, and polishing floors and carpets, dusting and polishing furniture, woodwork, fixtures, and equipment, washing windows, mirrors, and walls and cleaning furniture and counter tops; empties, cleans, and sanitizes waste and recycle bins.

**When performing all assignments:**

- Performs code enforcement identification, correction, and reporting to ensure compliance with Federal, State, and local codes, ordinances, laws, and regulations.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Responds to complaints and answers questions from public or escalates to crew leader or supervisor, as necessary.
- May oversee and provide training to alternative work program workers.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials, and water service components; sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and pump systems; streets, including traffic signs, street marking, storm drains, and asphalt and concrete repair; parks, including landscape construction, tree maintenance, irrigation, athletic, and sports fields; and other related facilities and properties.
- Basic principles, practices, and tools related to carpentry, plumbing, and electrical work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Perform construction, modification, maintenance, and repair work on streets, water distribution and wastewater collection systems, facilities, and equipment, parks, landscapes, and trees, and general buildings such as found in the City.
- Operate specialized street, wastewater, water, parks and landscape, and building and facility maintenance and repair equipment, including cleaning equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

### *Education and Experience:*

*Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Maintenance Worker I and II:** Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

**Maintenance Worker I:** One (1) year of experience of construction, maintenance, or repair experience in streets and traffic, underground utilities, general construction, building maintenance, or parks and landscapes facilities maintenance.

Maintenance Worker II: In addition to the above, two (2) years of experience equivalent to Maintenance Worker I at the City of Newman.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- May be required to obtain a Qualified Applicator Certificate issued by the State of California Department of Pesticide Regulation.
- Other certification(s) specific to functional area of assignment may be required.

If assigned to water distribution:

Maintenance Worker I:

- Within eighteen (18) months of the date of entry into the position, must obtain a Grade I Water Distribution Operator Certificate issued by the State of California Department of Health Services.
- Within eighteen (18) months of the date of entry into the position, must obtain a Grade I Water Treatment Operator Certificate issued by the State of California Department of Health Services (DHS).

Maintenance Worker II:

- Within eighteen (18) months of the date of entry into the position, must obtain a Grade II Water Distribution Operator Certificate issued by the State of California Department of Health Services.
- Possession of a Grade I Water Treatment Operator Certificate and Grade I Water Distribution Operator Certificate issued by the State of California Department of Health Services (DHS).

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work various shifts or emergencies on evenings, weekends, and holidays.

City of Newman  
Public Works Department  
Maintenance Worker I  
SUPPLEMENTAL QUESTIONNAIRE



Applicant Name: \_\_\_\_\_  
(Print Name)

This questionnaire must be attached to the application to be considered for further testing. Completion of this supplemental questionnaire is a necessary part of the examination process and must be submitted with your application by the deadline of June 2, 2017. Be sure to answer all the questions completely and accurately. Omitted information cannot be considered or assumed. Please type or print your answers legibly and use only the space provided.

---

1. Describe any experience you have related to the following public works responsibilities: (a) maintenance of streets, (b) storm drainage systems, (c) water distribution, (d) sewage collection systems (e) parks/landscape maintenance and (f) facilities maintenance.

2. Describe the types of maintenance machinery, heavy equipment (e.g., street sweepers, backhoes, tractors, etc.), and/or hand tools that you have operated and used in performing construction, maintenance and/or repair work. Include the type of work you performed with each piece of machinery, equipment or tool and the length of time for each.

3. Describe any other experience and training you have specifically related to this job and explain why the City of Newman should hire you for this position.



4. Please list any current certifications you possess and/or any courses that you have successfully completed related to:  
(a) maintenance of streets, (b) storm drainage systems, (c) water distribution, (d) sewage collection systems and  
(e) construction.

5. DMV Driving Record - Attach a current (not over 30-days old) official California Department of Motor Vehicles printout of your driving record.

---

**I certify that my comments are a true reflection of my experience and abilities.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# EMPLOYMENT APPLICATION

An Equal Opportunity Employer

**City of Newman**  
**938 Fresno Street**  
**P.O. Box 787**  
**Newman, CA 95360**  
**(209) 862-3725**

Instructions:

- PLEASE **PRINT** IN INK THE REQUESTED INFORMATION.
- LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED.
- RESUMES MAY BE ADDED, BUT MAY NOT BE SUBSTITUTED FOR COMPLETION OF THIS APPLICATION.

1. \_\_\_\_\_  
LAST NAME FIRST INITIAL

2. \_\_\_\_\_ 3. \_\_\_\_\_  
POSITION APPLIED FOR DATE

4. \_\_\_\_\_ 5. \_\_\_\_\_  
SOCIAL SECURITY NUMBER TELEPHONE NUMBER

6. MAILING ADDRESS \_\_\_\_\_  
STREET NO. or P.O. BOX CITY STATE ZIP CODE

7. DRIVER'S LICENSE \_\_\_\_\_  
STATE NUMBER CLASS EXPIRATION DATE

8. List any relatives employed by the CITY OF NEWMAN \_\_\_\_\_  
NAME  
RELATIONSHIP DEPARTMENT

9. Have you ever been employed by the CITY OF NEWMAN?  Yes  No

If YES, when and what position? \_\_\_\_\_

10. Professional Certification or license related to the job for which you are applying?

TITLE: \_\_\_\_\_ REGISTRATION NO.: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

11. Are there any experiences, skills, or qualifications you feel would especially fit you for work with the City of Newman?

\_\_\_\_\_

12. Check each type of work you will accept:  Regular  Part-time  Temporary

13. If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

14. How did you learn about this position? (Job Announcement, Newspaper, Ad, Other) \_\_\_\_\_

15. EDUCATION: Are You A High School Graduate?  Yes  No  
 If Not, Do You Have A G.E.D. Certificate  Yes  No

Please Indicate Highest-Grade Completed \_\_\_\_\_

**NAMES AND LOCATION OF COLLEGES/  
UNIVERSITIES ATTENDED**

(Should also include vocational, business,  
trade or correspondence schools)

FROM

TO

MAJOR/MINOR

DEGREE/CERTIFICATE  
RECEIVED

	FROM	TO	MAJOR/MINOR	DEGREE/CERTIFICATE RECEIVED

**\*If the position for which you are applying requires work in specialized areas, please attach a transcript or a list of courses completed including number of units.**

16. EXPERIENCE: Start at the top with your most recent experience and work backward. Experience may be paid or unpaid, full-time, part-time or military. Attach additional pages if necessary.

<b>DATES AND SALARY</b>	<b>EMPLOYER'S NAME ADDRESS AND PHONE NO.</b>	<b>JOB TITLE, DESCRIPTION OF DUTIES, HOURS WORKED AND REASON FOR LEAVING</b>
STARTING DATE:  ENDING DATE:	NAME OF SUPERVISOR	TITLE  DUTIES  REASON FOR LEAVING
STARTING SALARY PER  ENDING SALARY PER		
STARTING DATE:  ENDING DATE:	NAME OF SUPERVISOR	TITLE  DUTIES  REASON FOR LEAVING
STARTING SALARY PER  ENDING SALARY PER		

DATES AND SALARY	EMPLOYER'S NAME ADDRESS AND PHONE NO.	JOB TITLE, DESCRIPTION OF DUTIES, HOURS WORKED AND REASON FOR LEAVING
STARTING DATE:  ENDING DATE:	NAME OF SUPERVISOR	TITLE  DUTIES   REASON FOR LEAVING
STARTING SALARY PER  ENDING SALARY PER		
STARTING DATE:  ENDING DATE:	NAME OF SUPERVISOR	TITLE  DUTIES   REASON FOR LEAVING
STARTING SALARY PER  ENDING SALARY PER		
STARTING DATE:  ENDING DATE:	NAME OF SUPERVISOR	TITLE  DUTIES   REASON FOR LEAVING
STARTING SALARY PER  ENDING SALARY PER		

17. May we contact your present employer?     Yes     No

18. May we contact previous employers?     Yes     No

**Application Certification: PLEASE READ BEFORE SIGNING. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that statements made are subject to verification and that any misrepresentation, fraud, or omission of material facts may be grounds to deny City employment or for disciplinary action, including dismissal, once employed.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date