



420 Capitola Avenue  
Capitola, California 95010  
Telephone: (831) 475-7300  
FAX: (831) 464-8659  
Website: [www.cityofcapitola.org](http://www.cityofcapitola.org)

## **EMPLOYMENT OPPORTUNITY**

### **MAINTENANCE WORKER 1**

Salary: \$2,799 to \$3,402/monthly

Plus Comprehensive Benefits

FILING DEADLINE: Thursday, February 11, 2016, by 5:00 pm

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#### **CURRENT OPENING**

This opening is a full-time, benefited position in the Public Works Department.

#### **GENERAL PURPOSE**

Maintenance Worker 1 - Under close supervision, performs a variety of unskilled or routine maintenance tasks, construction work, and repair work in the upkeep of the city's streets, parks, beaches, and facilities; performs other work as assigned or required.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

Maintenance Worker 1

- Graduation from high school or GED equivalent, and
- General working knowledge of hand tools and small equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responds to after-hours service requests and emergencies.
- Performs asphalt patching and pothole repair.
- Installs and maintains road markings and city signs.
- Clears brush and debris from storm drains, wooded areas, streets, creeks, and ditches.
- Cleans up after various types of road spills and vehicle accidents following proper department procedure.
- Distributes and collects barricades for traffic control during and after city festivals, recreational activities, and flooding of streets and beaches following high tides and heavy storms.
- Cleans sidewalks, picks up litter along streets, and dumps trash cans throughout the city.
- Maintains city buildings, cleans roofs and rain gutters, replaces lights and fixtures, and other tasks as needed.
- Builds and maintains city owned walls and fences.
- May operate power equipment and trucks.
- Maintains and makes minor repairs of equipment.



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- Maintains the Capitola Wharf; cleaning bathrooms and performing minor repairs to buildings and structure.
- Mows and edges lawns, weeds, waters, prunes shrubs and trees; in city parks, street islands, and other city right-of-ways and landscaped areas.
- Installs, inspects and repairs sprinkler systems.
- Applies fertilizers and herbicides as necessary.
- Assists in installing, repairing, and maintaining park and recreational equipment.
- Cleans and maintains parks and recreational area restroom facilities.

#### **Knowledge, Skills and Abilities:**

- Knowledge of methods, procedures, and materials used in the maintenance of city parks, beaches, facilities, and other landscaped areas; knowledge of methods and materials used in the control and eradication of plant diseases and pests. Knowledge of safe work procedures necessary to protect the employee, fellow workers and the public. Knowledge of use and operation of various department hand tools and equipment. Knowledge of modern methods and materials used in the maintenance and repair of streets, parking lots, storm drains and traffic control devices. Knowledge of basic carpentry, plumbing and electrical tools and techniques.
- Skill in operation of power tools and small equipment.
- Ability to follow oral and written directions; ability to keep time, keep record of materials and personnel; ability to perform all required tasks in a safe manner; ability to perform skillfully and safely all maintenance, repair or installation tasks; ability to perform heavy manual labor; ability to work well with superiors, fellow employees, and the general public; ability to work in seasonal harsh weather conditions.

#### **SPECIAL REQUIREMENTS**

- Possession of a valid California Class C Motor Vehicle Operator's license.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment may be loud.

## **WORK SCHEDULES**

Work crews work a modified 40 hour per week schedule. Monday – Thursday 6:00 a.m. to 3:00 p.m. with two ½ hour breaks at 8:00 a.m. and noon. Friday 6:00 a.m. to 12:00 p.m. with a ½ hour break at 8:00 a.m.

During the summer months from approximately mid-May through September, a portion of the crew has a modified schedule to work Wednesday through Sunday. Any crew member may be assigned this modified schedule at the direction of the Maintenance Supervisor or Maintenance Superintendent.

All Public Works employees are designated as Emergency Response Personnel. Maintenance Worker 1 is required to be available to work overtime and respond to call backs on an as needed basis as part of their employment with the City of Capitola.

## **APPLICATION AND TESTING PROCESS**

Applications must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave. Capitola, CA 95010, by the filing deadline. No postmarks accepted. An application may be obtained by calling 831-475-7300 or by going to the City's website at [www.cityofcapitola.org](http://www.cityofcapitola.org). Applications will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be any combination of written, oral, and/or performance exams.

**Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.**

## **APPOINTMENT**

Appointment is subject to successfully passing a pre-employment physical, background and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a twelve month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.



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## **BENEFITS**

Retirement: The City participates in CalPERS with a retirement formula of 2.5%@55 for employees with less than a six-month break in PERS-qualified employment. Effective 6-21-2015, employees will contribute 11.292% of their reportable salary towards retirement. Effective the first full pay period in July 2016, employees will contribute approximately 12.292% of their reportable salary towards retirement. For employees who have never been a member of CalPERS, the retirement formula is 2%@62 and employees currently contribute 6.5% of their reportable salary towards retirement.

Medical, Dental and Vision Insurance: The City offers five HMOs and three preferred-provider health plans. Dental and vision plans are also available. Effective 7-1-15, the City pays \$735 for employee, \$945 for employee + 1, and \$1155 for employee + 2 per month under a cafeteria plan. Employees are eligible for enrollment at time of hire. Insurance benefits become effective 30 days from date of hire.

Life Insurance: The City provides a \$50,000 policy + \$1,500 for each dependant.

Long Term Disability Insurance: The City provides coverage for the employee.

Deferred Compensation Plan: The City encourages and supports employee enrollment in a 457 deferred compensation plan.

Vacation: Twelve (12) days each year, increasing to 14 days after 2 years.

Holidays: Twelve (12) days per year, plus three (3) personal holidays.

Sick Leave: Twelve (12) days per year, with unlimited accrual.

Flexible Spending Account: Tax deferred employee contributions that can be applied to specified expenses (for example, child care, dental work, and medical expenses).

Employee Assistance Program: Includes personal/family counseling, legal and financial advice.



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**