



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

EMPLOYMENT OPPORTUNITY

MAINTENANCE WORKER 1 or 2

Salary: \$3,094 to \$3,761/monthly for Maintenance Worker 1
\$4,142 to \$5,035/monthly for Maintenance Worker 2

Plus Comprehensive Benefits

FILING DEADLINE: Friday, February 14, 2020, by 5:00 pm

CURRENT OPENING

This opening is a full-time, benefited position in the City of Capitola 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.

Maintenance Worker 2 - Under general supervision, performs a variety of skilled or semi-skilled 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. Trains Maintenance Worker 1's as directed by supervisor.

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.

Maintenance Worker 2

- Graduation from high school or GED equivalent, and
- One (1) year of experience relating to construction, maintenance, or repair, or
- Any equivalent combination of education and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Not inclusive of all duties)

- 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.



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- 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.
- 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.
- Responds to after-hours service requests and emergencies.

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

Maintenance Worker 1

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



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Maintenance Worker 2

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

Possession of one of the following is required to be hired or promoted to a Maintenance Worker 2 depending on the assignments of the position as directed by the Maintenance Supervisor.

- California Class A driver's license
- California Department of Pesticide Regulation (CDPR) Qualified Applicators Certification (QAC)

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.

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

The Department of Public Works has crews on duty seven days a week. The work schedule for this position will include five successive days during a given work week (Sunday – Saturday). The hours of work will be from 6:00 a.m. to 3:00 p.m. (8.5 hours) for four days a week and from 6:00 a.m. to 12:00 p.m. (6 hours) on the fifth day for a 40-hour work week.

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.



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APPLICATION AND TESTING PROCESS

Applications must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave. Capitola, CA 95010, or by email to lnichols@ci.capitola.ca.us 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. 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.

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. 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 7-1-19, the City pays \$824 for employee, \$1250 for employee + 1, and \$1500 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.

Short & 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).



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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.



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