



CITY OF WEST SACRAMENTO
invites applications for the position of:

Facilities Maintenance Worker/Senior

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| SALARY: | \$25.34 - \$33.98 Hourly \$2,027.08 - \$2,718.00 Biweekly \$4,392.00 - \$5,889.00 Monthly \$52,704.00 - \$70,668.00 Annually |
| DEPARTMENT: | PUBLIC WORKS O&M |
| DIVISION: | CITY FACILITY PROJ & MAINT |
| OPENING DATE: | 01/07/21 |
| CLOSING DATE: | 01/31/21 11:59 PM |
| DESCRIPTION: | |

The City of West Sacramento public Works Department is seeking skillful Facilities Maintenance Workers in our Facilities Maintenance division. The Facilities Maintenance team performs routine repair and maintenance at all the City's buildings including fire stations, recreation and community buildings, the water treatment plant, City Hall, police station, and numerous smaller buildings. The Facilities Maintenance Team currently works a 4/10 schedule.

An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain their qualifications fully and clearly. In addition, applicants must submit a resume and complete the required supplemental questionnaire. Incomplete information on the application, resume and/or supplemental questionnaire may be cause for disqualification. Application packages will be reviewed and screened for qualifications. Additional screening criteria will be developed based on the supplemental questionnaire. The top candidates will be referred to the Department for further consideration.

This recruitment will close upon receipt of 100 applications, or posted filing date. Whichever occurs first.

EXAMPLES OF ESSENTIAL DUTIES:

DEFINITION: Under general direction, performs a variety of tasks required to improve, maintain, and repair City buildings and facilities. The Facilities Maintenance Worker is the journey level in this classification series working under general direction. The Senior Facilities Maintenance Worker is considered the advanced journey level in this series and performs the entire range of moderate to difficult building and facility maintenance tasks and works independently, under general direction and provides guidance and supervision to lower level personnel.

Advancement to the Senior Facilities Maintenance Worker level shall occur after satisfactorily performing the duties of Facilities Maintenance Worker for two (2) years. Satisfactory performance means an overall satisfactory or higher rating on the performance evaluation during the last evaluation period. An employee may be advanced to the Senior Facilities Maintenance Worker level in less than two (2) years if the employee's performance is noted as exceptional by the supervisor and the employee is recommended for early advancement by the Department Head.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions: Facilities Maintenance Worker: Makes basic repairs to City facilities, including buildings, treatment plants, pump stations, lift stations, and water wells which may require the use of self-contained breathing apparatus; performs general construction activities including electrical, plumbing, and carpentry work; and performs periodic and preventive maintenance on City facilities. Senior Facilities Maintenance Worker: The foregoing plus performs the more complex repairs to City facilities, buildings, treatment plants, pump stations, lift stations and water wells; performs complex construction activities; assists in the installation, operation, repair, and preventative maintenance programs for heating, ventilating, air conditioning, electronic controls, and refrigeration systems; assists with inspection and testing of equipment and systems as to operating efficiency; reads blueprints and schematics; installs and repairs other mechanical systems in City buildings.

Marginal Functions: Performs related duties and responsibilities as required.

TYPICAL QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Education: High school diploma or equivalent. Experience: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required experience would be Facilities Maintenance Worker: Four (4) years experience (full-time equivalent) as a journeyman craftsman. Senior Facilities Maintenance Worker: Equivalent to two (2) years experience (full-time equivalent) comparable to the Facilities Maintenance Worker (for a total of six (6) years experience, full-time equivalent).

LICENSES AND CERTIFICATES: A valid Class "3" or "C" California driver's license.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofwestsacramento.org>

Position #2021-00003
FACILITIES MAINTENANCE WORKER/SENIOR
KM

1110 West Capitol Ave
3rd Floor
West Sacramento, CA 95691
(916) 617-4567

hr@cityofwestsacramento.org

Facilities Maintenance Worker/Senior Supplemental Questionnaire

- * 1. To be considered for the position, all candidates are to complete and submit the required supplemental questionnaire with their application and resume. Failure to submit the completed supplemental questionnaire and application and resume will disqualify you from further consideration in the selection process used to fill this position. Please be concise and limit your responses to no more than one-half (1/2) page per question. The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers

must be consistent with your employment application information (especially in the "education" and "work experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing the supplemental questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. Do you understand these directions?

Yes No

* 2. Please describe your work experience in the field of facility repair and maintenance. (If no experience, type N/A)

* 3. Please indicate if you have experience in the following trades.

- No Experience
- Plumbing
- HVAC
- Masonry
- Painting
- Security/Fire/Access Control Systems
- Carpentry
- Electrical

* 4. Please describe your experience with reading blueprints and schematics. (If no experience, type N/A)

* 5. I certify that all the statements made in this supplemental application are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may result in my application being ineligible for this recruitment process.

Yes No

* Required Question