

THE DEPARTMENT

The Operations Services Department is responsible for the planning, operation and maintenance of the City's water, sewer, and storm drainage systems. This also includes utility billing functions. The department is also responsible for all park and street maintenance as well as City facilities and fleet maintenance.

THE COMMUNITY

One of Northern California's premier residential and business communities, Pleasanton is well-regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

COMPENSATION & BENEFITS

\$4,205-\$6,523 per month

**Choice of One of Three
Comprehensive Health Plans**

Dental Plan Coverage

Life Insurance Coverage of \$35,000

11 Paid Holidays

Floating Holidays

Paid Sick Leave

Short Term/Long Term Disability Plan

Annual Vacation beginning with 10 days

PERS Retirement Plan

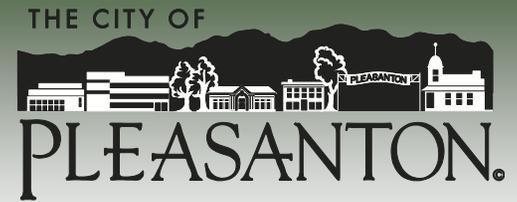
SELECTION PROCESS

The qualifications of each applicant, as set forth in the employment application, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please consider submitting your application through our online application process at www.cityofpleasantonca.gov. Applications are also available at the **Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566**. Incomplete applications will not be accepted. Deadline for submission of applications is 5:00 p.m. on Friday, December 6th, 2013. Postmarks will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources, (925) 931-5048.



Announces

EMPLOYMENT OPPORTUNITY FOR Operations Services Maintenance Worker

(Current Openings in the Parks and Utilities Division)

**Full-Time Position
\$4,205- \$6,523 per month**

**Filing Deadline
5:00 pm on December 6, 2013**

**Please apply online at:
www.cityofpleasantonca.gov**



THE POSITION

Under supervision, the Operations Services Maintenance Worker performs a variety of duties associated with the City's operation and maintenance. Assignments may be in the Streets Maintenance Division, Support Services Division, Parks Maintenance Division or Utilities Division.

Streets Maintenance Division

The Streets Maintenance Division's primary focus is street repairs, concrete repairs, ADA sidewalk and ramp repairs and installation and seasonal leaf pick up. The Sign Shop handles traffic markings, signs, and special event postings.

Support Services Division

When assigned to the Support Services Division, work is focused on a variety of building maintenance repairs, preventative maintenance, custodial tasks, swimming pool maintenance, and facilities set-up and take-downs.

Parks Maintenance Division

The Parks Maintenance Division is responsible for the maintenance and health of City parks, trails, street landscape medians and trees and government building landscape areas.

Utilities Division

When assigned to the Utilities Division, work is focused on potable/drinking water distribution, sanitary sewer collections, stormwater collections, urban runoff protection, recycled water distribution, water conservation and utility billing.

Typical duties :

- Organizes and prepares equipment and materials to perform work tasks as required.
- Operates heavy equipment and vehicles including specialty equipment as necessary.

- Works with chemical systems, herbicides and pesticides as necessary.
- Investigates complaints and provides customer service to the community and other departments.
- Inventories, records, purchases supplies, and develops reports as necessary.
- Performs maintenance, landscape, irrigation operations and other duties in the department as necessary.
- Trains others, as appropriate, on tasks in assigned divisions. Instructs at periodic safety meetings to share and learn safety information and procedures.
- Performs traffic control duties as necessary.

THE IDEAL CANDIDATE

Will possess knowledge of:

- Proper methods and procedures of completing tasks within area of assignment.
- Common safety procedures, including safe lifting techniques.
- Applicable traffic codes and regulations, and proper traffic control procedures.
- Basic math.

Will have skill and ability to:

- Follow oral and written instructions. Prepare equipment for work tasks. Maintain records and reports. Perform basic arithmetic calculations.
- Read and understand materials such as safety manuals, maintenance manuals, and operating instructions for tools, machinery, and equipment.
- Read maps and schematic diagrams.
- Write legibly.

- Maintain vehicles, tools, and equipment, including basic troubleshooting to identify and correct minor mechanical and electrical problems.
- Appropriately select and safely use hand tools and power tools in area of assignment.
- Safely and properly operate heavy equipment such as backhoe or roller, and drive trucks with trailers, including backing and dumping.
- Communicate effectively with supervisor, co-workers, and the public.
- Independently lift and move materials and equipment weighting up to 50 pounds frequently and up to 100 pounds with assistance occasionally.
- Perform physical labor throughout the workday, involving frequent bending, stooping, twisting, and climbing.
- Hear and speak clearly and loudly enough to communicate with co-workers over traffic and machinery noise and to use a two-way radio.
- Stand for up to two hours at a time and for up to six hours a day.
- Work effectively as part of a crew.
- Remain attentive to details of job duties and identify potential hazards.
- Work independently.

Education and Experience:

A typical qualifying background would be graduation from high school, or GED equivalent, and two years of experience as a Maintenance Worker or in any area of responsibility listed above.

License:

- Possession of a valid California Driver's License is required.
- Class A California Driver's License within one year of employment.
- California Qualified Applicator's Certificate (QAC) to use pesticides within one year of employment is highly desirable (Parks Division only).

