



EMPLOYMENT OPPORTUNITY

MAINTENANCE WORKER ASSISTANT PART-TIME

THE POSITION: Under general supervision, to perform a variety of unskilled and semiskilled duties in the routine maintenance and repair of buildings, facilities and properties and additional related duties as required.

SALARY: \$15.84/hour; 29 hours per week; work week is Friday through Tuesday, work hours will vary. Paid Holidays. The City is a member of the California State Employees Retirement System (PERS); 2% @ 55 formula for classic members; 2% @ 62 formula for new members as defined by PEPR. The City does not pay into Social Security.

QUALIFICATIONS: Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is completion of twelfth grade or equivalent with completion of formal or informal training in maintenance or a closely related field; or working-level experience performing general repair or maintenance work involving heavy manual labor.

Possession of a valid and appropriate California Driver's License issued by the California Department of Motor Vehicles is required.

THE SELECTION PROCESS: Applications will be reviewed and evaluated; applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further. All applicants will be advised on their status in the selection process. The selection process may include written examination, oral board interview, department interview, background investigation, post-offer medical examination, drug and alcohol screening, and any other testing that may be deemed necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, ph. 591-5900, deadline to apply is: **October 29, 2018 by 5:00 p.m.** A City application is required. Postmarks are not accepted. EOE www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.*

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, age, national origin, disability or sexual orientation.*

*The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

DEFINITION: Under general supervision, to perform a variety of unskilled and semiskilled duties in the routine maintenance and repair of buildings, facilities and properties; and related duties as required.

CLASS CHARACTERISTICS

This is the entry level of the Maintenance Worker class series. Incumbents are expected to perform maintenance work of low to average difficulty, and to assist the Maintenance Worker. Work is reviewed periodically upon completion and while in progress. Incumbents are expected to refer most variations in work to the supervisor for instructions.

EXAMPLES OF DUTIES

Removes graffiti from various City structures and private properties; records and logs in daily graffiti removal activities; paints and repairs fences; supervises public use of the facility; pressure washes exterior of building and facilities; performs general painting; loads and unloads supplies; lifts and moves heavy objects; assists in installation, maintenance and repair of various projects; assists with repairs to mechanical and electrical equipment; operates various tools and motorized equipment; operates fork lift and other large equipment; operates a tractor/disc assembly; cleans and maintains tools used on the job; checks security of assigned facilities; supervises public use of the facilities; keeps utility storage area and maintenance equipment clean and in good order; lubricates equipment to keep equipment in good working condition; cleans restrooms; identifies and labels all chemicals used in the course of work in accordance to OSHA requirements; operates various vacuums to clean leaves and debris from grounds, gutters and drains; responds to questions and concerns from the general public; operates City vehicles; and performs additional duties as required.

EMPLOYMENT GUIDELINES

Knowledge of:

- Proper methods, materials, tools and equipment used in maintenance work;
- Graffiti removal procedures and techniques;
- English usage, spelling and grammar;
- Basic math;
- Customer Service;
- Simple record keeping;
- Appropriate safety precautions and procedures.

Ability to:

- Read, understand and apply simple written materials;
- Use and properly maintain assigned tools and equipment;
- Perform semiskilled maintenance, repair and construction work;
- Operate a tractor/disc assembly;
- Operate a forklift and other large equipment;
- Perform basic mathematic calculations;
- Deal with the public in a courteous, cooperative matter;
- Maintain simple records;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions in English;
- Establish and maintain effective relationships with those contacted in the course of work.

Education/Experience/Training: Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is completion of the twelfth grade or equivalent with completion of formal or informal training in

EMPLOYMENT GUIDELINES (cont'd)

maintenance or a closely related field; or working-level experience performing general repair or maintenance work involving heavy manual labor.

Licenses/Certificates: Possession of a valid and appropriate California Driver's License issued by the Department of Motor Vehicles.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Regularly use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; frequently stand, walk, sit, climb or balance, stoop, kneel, crouch, crawl and bend for prolonged periods; occasionally talk or hear and detect odor; frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Perform routine, repetitive work to completion; work at any employer location in the City; occasionally work in high, precarious places and exposed to fumes or airborne particles, toxic or caustic chemicals; and work an irregular work schedule.

The omission of specific statements of duties does not exclude them from the position if the work similar, related or a logical assignment to the position.

**An Equal Opportunity/
Affirmative Action Employer**



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: _____

NAME:	Last Name	First Name	Middle
ADDRESS:	Street/P.O. Box	City	State Zip Code
TELEPHONE: () _____	Home	() _____	Business () _____
EMAIL ADDRESS: _____			

DRIVER'S LICENSE NUMBER: _____ **CLASS:** _____ **STATE:** _____ **EXPIRES:** _____
Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

I meet the minimum age requirements as stated on the job announcement for this position. Yes No

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? Yes No
 Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List languages you speak fluently other than English:	

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will not be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: ADDRESS: PHONE NO: POSITION TITLE: FROM (Mo/Yr.): TO (Mo/Yr.): HOURS WEEK: SUPERVISOR NAME AND TITLE: DESCRIPTION OF DUTIES: REASON FOR LEAVING:

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I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete o the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check ; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: Signature of applicant:

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: _____

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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