



Maintenance Supervisor for the City of Belvedere

Salary: \$7,300 - \$8,873 Monthly*

***3% COLA effective 7/1/24 and 7/1/25**

Deadline to Apply: Friday, February 16, 2024 @ 5:00 PM (PST)

THE POSITION

Are you experienced in the field of public works maintenance and repair looking to advance to a leadership role in a local city and to have an impact on the community in which you work? If so, this job opportunity may be for you.

The City of Belvedere is seeking qualified, experienced, well-organized, and team-oriented candidates to apply for the exciting position of Maintenance Supervisor.

Under general supervision by the Public Works Director, the Maintenance Supervisor leads maintenance workers and coordinates contractors in performing a variety of manual, semi-skilled and skilled tasks involving maintenance of streets, storm drains, public rights-of-way, landscaped areas, City trees, equipment, buildings, and other public facilities. This position is responsible for operating and training workers in power-driven, hand-held, and "walk behind" equipment, including street sweepers and tractors, and responding to Public Works-related emergencies during and after hours. Additional responsibilities include approving Public Works permit applications, monitoring and enforcing related City policies, and being a key team player in the dynamic work environment of a small City.

Regional Government Services and its staff are conducting the recruitment on behalf of the City of Belvedere.

For more detailed information about this exciting opportunity, please click the link below:

<https://www.rgsipa.org/wp-content/uploads/2015/09/Belvedere-Maintenance-Supvr.2.pdf>

QUALIFICATIONS

Any combination of experience and education that would likely prepare the applicant to perform the essential duties and responsibilities is qualifying. A typical way to acquire the knowledge and abilities would be:

Education

Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate.

Experience

Five (5) years of increasingly responsible experience in the maintenance and construction of

public works facilities, equivalent to the Maintenance Worker II or Senior Maintenance Worker classification with the City of Belvedere or equivalent experience, such as advanced journey level or lead experience in providing project management of city infrastructure maintenance.

Certificates, Licenses, Registration

- Possession of a valid California Class C driver's license and a satisfactory driving record.
- Possession of industry-related certifications such as ISA Arborist Certification, Certified Backflow Tester, and other related certifications are desirable.
- Possession of certificates of achievement from a recognized educational institution, up to and including an associate degree in construction technology, architecture, engineering, horticulture, or a related field are highly desirable.

SELECTION PROCESS

Deadline to apply: Friday, February 16, 2024 @ 5:00 PM (PST)

To Apply, Go To: <https://bit.ly/BELVMaintSupvr>

Applications must be submitted on-line through the applicant tracking system. Materials must be complete and clearly indicate the candidate meets the minimum qualifications. Incomplete, late, emailed, and faxed applications are not accepted. Resumes are not considered in lieu of the required employment application.

Minimum Qualification Assessment – (Pass/Fail) All completed applications and supplemental questionnaires will be reviewed and assessed for each applicant's ability to meet the minimum work experience, training, and education requirements.

Online Skills Assessment – (Pass/Fail) An Online Skills Assessment, which is tentatively scheduled for the week of February 26, 2024, may be used to evaluate candidates' knowledge and skills for the position. Candidates who are most qualified may be invited to participate in a remote interview screening process.

Remote Screen Interview - (100%) Candidates who pass the application assessment and online skills assessment may be invited to a Remote Screen Interview Examination, tentatively scheduled for the week of March 4, 2024, to evaluate training, experience, and other job-related qualifications for the position.

Hiring Interview - The most qualified candidates from the remote screen interview process will be submitted to the City for consideration for final selection by the hiring authority.

All communication and notices will be sent via e-mail. Additional inquiries about the position may be directed to Barbara Duncan at bduncan@rgs.ca.gov.

Neither Regional Government Services nor the City of Belvedere are responsible for failure of internet forms or email transmission in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise Regional Government Services by emailing bduncan@rgs.ca.gov.

The City of Belvedere is an Equal Opportunity Employer.