



An Equal Opportunity Employer

MAINTENANCE WORKER (PART-TIME)

SALARY: \$19.38 – 23.56/hr.

Under supervision, performs a variety of skilled and semi-skilled maintenance and construction work projects in the Public Works Department; operates vehicles, equipment, and tools; and performs related duties as required. Works approximately 38 hrs. per week. This is a part-time position offering no supplemental employee benefits other than salary and sick leave accrual as per the Healthy Workplace/Healthy Families Act of 2014.

ESSENTIAL JOB DUTIES

Operates a truck and other motorized vehicles; patches street holes with pre-mix; operates a skip loader; performs basic concrete, pipe fitting, carpentry, or painting work; operates a jack hammer and other equipment; assists in cleaning sewers and alleys; assists in building and repairing retaining walls and other structures; paints traffic legends; uses paint striper; paints curbs; paints and installs street name signs and posts; prunes trees and shrubs; performs minor preventative maintenance work on motorized equipment; places asphalt; puts in subgrades; digs and refills trenches; compacts earth; abates weeds using weed killers, weed eater, skip loader, or lawn mowers; rakes leaves, spades, waters lawns and landscaped areas; uses power tools in cutting lawns and trimming shrubs and hedges; fertilizes, prepares soils, plants and seeds landscaped areas; installs sprinkler systems; maintains and cleans sprinkler heads, water systems, walkways, simple electrical connections, timers, and other park equipment; cleans and sharpens tools; performs maintenance and custodial duties in park buildings, rest rooms, and recreational facilities; and may be assigned to operate a street sweeper, sewer jetter, or related equipment.

ORGANIZATIONAL RESPONSIBILITIES

This class reports to the Public Works Operations Assistant Manager.

QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

Graduation from high school or G.E.D. **required**. Previous experience in the above duties, and possession of a commercial Class B Driver License is **highly desirable**.

Knowledge of: common tools, materials, and safety devices or equipment used in parks, streets, and public works maintenance; basic operation of gasoline-driven motors; lawn maintenance; gardening methods; care and treatment of trees, flowers, plants, and shrubs; building maintenance methods/materials; and simple arithmetic.

Skills/Abilities to: understand and carry out oral instructions; operate trucks and motorized equipment; prepare rough working diagrams; work effectively in small groups or alone without continuous supervision; get along well with the public and other employees; and move or lift heavy objects properly.

Must possess: a current California driver license. If appointed, **must obtain** a Class B California driver permit within six months of hire date; and obtain the Class B license within one year of hire date.

SELECTION PROCESS

1. Completion of Montclair's application form, **and a detailed resume** are required.
2. **All** applicants applying before the filing deadline of **6:00 p.m. on Wednesday, September 29, 2021**, are to report for the **WRITTEN EXAMINATION** at **5:30 p.m. on Wednesday, October 13, 2021**, in the Montclair Senior Center, 5111 Benito Street, Montclair.
3. Candidates passing the written examination with the highest scores will be invited to participate in a structured oral interview.
4. Successful candidates' names will be placed on an eligibility list from which a selection will be made. The City Manager will make final appointment, upon recommendation of the Public Works Director.
5. The top candidate(s) must pass a background investigation and a preemployment physical including a drug screening, prior to hiring.

APPLICATION PROCEDURE AND FILING DEADLINE

City application forms are available on-line at www.cityofmontclair.org. Completed and signed applications with required supplemental questionnaire must be submitted via email to jobs@cityofmontclair.org, in person or by U.S. mail to City Hall, Personnel Division, 5111 Benito Street, Montclair, California, or via fax to (909) 621-1584, by the **FILING DEADLINE** of **6:00 p.m. on Wednesday, September 29, 2021**.

Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.

NO FURTHER NOTIFICATION OF TESTING WILL BE GIVEN.

THE CITY

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

PERSONNEL PROCEDURES

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

EMPLOYMENT RULES

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense. A one year probationary period is required before gaining regular status, with the exception of employees represented by the Montclair Police Officers Association (MPOA) who are subject to an eighteen-month probationary period.

EMPLOYEE BENEFITS

Fulltime employees are currently covered by the Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-related fields, an educational subsidy is available upon completion of one-year probation.

Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

SALARY PRACTICES

Classifications are assigned to a pay range comprised of five individual steps, with an approximate five-percent differential between each step. A step increase is possible after six-months, or one year for Police Officers and Firefighters, depending on performance. Yearly increases, based on merit, are possible until the maximum is reached. Position classifications and salaries are evaluated periodically; and cost of living increases are negotiated by bargaining units. Salaries are based on 26 pay periods per year.

NONDISCRIMINATION POLICY

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.

