

## Compensation and Benefits

- The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this position is \$4,402 to \$5,351 per month,

The benefits package includes:

- Retirement: CalPERS Retirement System – Classic employees: 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPR. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$25,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 8 hours per month
- Paid Holidays: 14 holidays per year

## The Recruitment Process

To apply for this exciting career opportunity, please send your application electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager  
clanning@sonomacity.org@sonomacity.org

Or deliver your application to:

Sonoma City Hall  
No. 1 The Plaza  
Sonoma, CA 95476  
(Faxes not accepted)

Call Cathy Lanning at 707-933-2217 for more information.

**Application Deadline:** .....February 8, 2021

## Selection Process:

Applications will be screened for relevant training and experience. The best qualified applicants will be invited to an interview. Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education. After a Conditional Offer of employment is made, applicants will be required to complete a pre-employment physical and background investigation.

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

No. 1 The Plaza  
Sonoma CA 95476  
707.938.3681 phone  
707.938.8775 fax  
www.sonomacity.org



# City of Sonoma California



## Maintenance Worker—Water Public Works Department

Apply Immediately  
Final Filing Date: February 8, 2021

*The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill a Maintenance Worker position in the Water Division of the Public Works Department. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions.*



All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.

The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.



## The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly and small town atmosphere with residents that are actively engaged in city policies, volunteerism in a plethora of non-profits, and numerous community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene.

## The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a culture of civility in public discourse. The City of Sonoma has a staff of 35 full-time and five part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire Rescue Authority – both of these relationships are active partners within the City's leadership team. Water is wholesale provided from the Sonoma County Water Agency and sanitation management and infrastructure are under the management of the Sonoma Valley County Sanitation District.



## The Position

This recruitment is being conducted to fill one position in the Water Division of the Public Works Department. This position involves semi-skilled labor in construction, maintenance and repair of the City's water system.

## The Ideal Candidate

The ideal candidate will have the ability to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities; to learn to operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations; to understand and follow oral and written instructions; to perform heavy manual labor; and to maintain cooperative relationships with fellow workers.

### Example of Essential Duties

The following duties are considered essential for this job classification:

Operate a variety of construction vehicles and equipment, including backhoes, dump trucks, and hand and power tools; install, repair and replace underground water mains and service laterals; install, clean, test, repair and replace water meters and meter boxes; maintain and troubleshoot pumping stations; perform preventative maintenance on associated equipment including pumps, motors, valves, and hydrants; perform minor electrical work; mark and locate underground utilities; check tank and well levels; check pressures; take water samples; clean, maintain, and perform minor repairs to assigned tools and equipment; accurately maintain daily work logs; and perform related duties as assigned.

It is the policy of the City Public Works Department to thoroughly cross-train all Public Works employees in water, cemetery, facilities, parks and streets operations. Assignments to other divisions may occur on a rotational basis.

## ALL CITY EMPLOYEES ARE EXPECTED TO:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal, and fiscally responsible
- Demonstrate care for the organization, customers, and co-workers
- Practice and encourage initiative and innovation to improve the workplace.

## Education and Training

Education equivalent to a high school diploma and any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Such experience could include: performing field maintenance duties and formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Applicants must possess at date of hire a valid California driver's license. Failure to maintain license could result in disciplinary action up to and including termination. Applicants must possess, or obtain within 12 months of appointment, a Water Distribution Operator Grade 1 (or higher) certificate.

