

## Compensation and Benefits

- The City of Sonoma provides a competitive compensation and benefits package. The current annual salary range for this position is:  
MWI \$59,940—\$72,858  
MWII \$65,934—\$80,144

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

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: .....Open Until Filled

## Selection Process:

Applications will be screened for relevant training and experience. The best qualified applicants will be invited to an interview. After a Conditional Offer of employment is made, applicants will be required to complete a 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 I/II Public Works Department Parks, Cemeteries, and Facilities Division

**\*\*\*SPECIAL SHIFT HOURS\*\*\***  
Friday through Tuesday  
10:00 a.m.—6:30 p.m.

Apply Immediately  
Open Until Filled

*The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill a Maintenance Worker position in the Parks, Cemeteries, and Facilities 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.

Veteran's Preference – View the City of Sonoma's Policy:

<https://www.sonomacity.org/documents/veterans-preference-policy/>

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of Sonoma will afford veteran preference over other candidates.

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 42 full-time and four 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 District – both of these relationships are active partners within the City's leadership team. Water is purchased wholesale 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 Public Works Department. The position will perform maintenance functions in an assigned division, including streets, parks, cemeteries or water distribution systems; to operate, maintain, and repair assigned City facilities; and to provide technical support to an assigned supervisor.

## The Ideal Candidate

The ideal candidate will have the ability to perform 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.

### Distinguishing Characteristics:

**Maintenance Worker I** This is the entry level class in the Maintenance Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

**Maintenance Worker II** This is the journey level class in the Maintenance Worker series and is distinguished from the level I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from level I.

### Supervision Received and Exercised:

**Maintenance Worker I**  
Receives immediate supervision from a Public Works Supervisor.

**Maintenance Worker II**  
Receives general supervision from a Public Works Supervisor.

### Example of Essential Duties

The following duties are considered essential for this job classification:

Clean and maintain restrooms. Perform minor building repairs. Pick up and dispose of litter, debris, brush and waste materials. Maintain drinking fountains. Set up for various special events; Tear down and clean at end of event. Clean, maintain, and perform minor repairs to assigned tools and equipment. Perform turf maintenance, including mowing and edging lawns and pulling weeds. Plant and trim trees and shrubs., Clear and maintain paths, trails, and walkways. Inspect, maintain, and repair cemeteries. Clean, sweep, and rake leaves. Open and close municipal cemeteries.

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.

## MAINTENANCE WORKER I

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### Experience:

Some construction or manual labor experience is desirable.

### Training:

Equivalent to the completion of the twelfth grade.

### License and Certificate

Possession of a valid California driver's license.

When assigned to Water, possession of, or ability to obtain, a Water Distribution Operator Grade 1 certificate from the State Water Resources Control Board within twelve months of appointment.

## MAINTENANCE WORKER II

In addition to the qualifications for the Maintenance Worker I:

### Knowledge of:

Departmental policies and procedures relative to assigned area of responsibility.

Pertinent local, state and federal laws, codes, ordinances and regulations applicable to area of assignment.

Basic arithmetic skills to calculate volumes, areas, lengths, percentages and conversions as required by area of assignment.

### Ability to:

Train and direct less experienced maintenance staff.

Operate specialized tools and equipment used in assigned area.

### Experience:

Two years of responsible experience similar to Maintenance Worker I with the City of Sonoma.

### Training:

Equivalent to the completion of the twelfth grade.

### License and Certificate

When assigned to Water, possession of a Water Distribution Operator Grade 2 certificate from the State Water Resources Control Board.