



CITY OF LAWDALE

Employment Opportunity

MAINTENANCE WORKER I

SALARY: \$3,619 - \$4,399 PER MONTH PLUS BENEFITS

OPEN: FEBRUARY 6, 2018

CLOSE: MARCH 1, 2018 (tentative)

Please read flyer thoroughly prior to completing employment application.

ABOUT THE POSITION: Under immediate supervision, this position is responsible for general and routine maintenance, repair and custodial activities at an assigned City facility or building. The incumbent will be assigned to work a varying schedule of hours which may include: nights, early mornings, weekends, and holidays.

EXAMPLE OF DUTIES: Essential duties may include, but are not limited to: perform general custodial work and minor maintenance tasks on City owned and leased facilities and equipment; sweep, mop, strip, wax, vacuum, shampoo and polish floors; vacuum, dust and polish woodwork, fixtures, and equipment; wash windows, walls, mirrors, doors, and lavatories; empty and clean wastebaskets and trash containers; maintain, clean, sanitize lavatories; refill and restock dispensers and supplies; move chairs, tables and other furniture and equipment; set up and take down tables and chairs; lock and secure City buildings and facilities; load and unload supplies, material and equipment; clean, remove, maintain and repair park facilities and structures; use chemical and/or cleaning agents in compliance with safety policies and procedures; perform preventative maintenance and minor repairs on assigned equipment; may drive a pick-up truck or similar light equipment; paint, patch and repair a variety of surfaces; document unsafe conditions; complete timesheets, attendance sheets, vehicle mileage lists, gas pump readings and other forms; prepare and complete work orders and service requests; and perform other related duties as assigned.

SELECTION PROCEDURE

Applications are being accepted and subject to close without notice. Please apply immediately. All official City Employment Applications, resumes and supplemental information will be screened. Only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process expected to consist of, but not limited to: application review and evaluation, written/ performance exercise, interview board, etc. Candidates that require special accommodations due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. EOE.

MINIMUM QUALIFICATIONS

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Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required combination would be: Graduation from high school or its equivalent AND one (1) year of building or street maintenance work. Specialized training in maintenance or a related field and computer skills is highly desirable. Possession of a valid California Class C Driver's License and Certificate of Automobile Insurance for Personal Liability is required. Possession of or ability to obtain a valid California Class B Driver's License is desirable. **Knowledge of:** Methods, practices, materials, tools and equipment relative to custodial work; semi-skilled maintenance and repair of buildings; safe and proper use of supplies, tools, chemicals and equipment required in cleaning, repair and maintenance of buildings, grounds and facilities; safety standards and work practices. **Ability to:** Perform unskilled and semi-skilled maintenance work; follow maintenance and custodial safety rules, regulations and practices; clean and maintain buildings and facilities; use a variety of maintenance tools and equipment; work independently; identify and solve maintenance problems and tasks; operate a computer and related software; perform simple mathematical calculations; maintain inventory of supplies and materials; communicate clearly and concisely, orally, and in writing; establish and maintain effective working relationships with those contacted in the course of work. On a continuous basis, walk and stand going in and out of buildings; intermittently bend, squat, climb, kneel and twist to perform maintenance activities; wear protective gear and work with chemical solutions, harsh, toxic substances; perform simple and power grasping, pushing, pulling, and fine manipulation; lift or carry 75 pounds or less; work indoors and outdoors in increment weather.

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14717 Burin Avenue, Lawndale, CA 90260 ♦ (310) 973-3200 ♦ www.lawndalecity.org

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY!

ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single-family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 31,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES

An original City application must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date posted on the front side of this job flyer. Incomplete, late or illegible applications will be disqualified and will not be accepted.

Candidates should refer to Selection Procedures on the front of this flyer for the examination process. Eligibility lists remain active for a period of one year. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire. Employees chosen to fill a vacancy must serve a 12 month probationary period and can be released from service with or without cause during the probationary period.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Personnel Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public.

EMPLOYEE BENEFITS (May not apply to all positions):

RETIREMENT– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees’ Pension Reform Act (PEPRA).

BENEFITS – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125.

WORK SCHEDULE – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.

LEAVES – 6 paid Holidays plus varying number of Floating Holidays arising out of 4/10 plan provisions; 10 days of Vacation Leave; 8 - 10 hours per month of Sick Leave.

LIFE INSURANCE – All full-time employees receive a life insurance policy.

LONG TERM DISABILITY – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.

DEFERRED COMPENSATION – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings into a savings account. The program is mandatory for all part-time employees in lieu of Social Security.

CREDIT UNION – Members have access to loans and low interest rates and good savings programs.

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