



CITY OF LARKSPUR MAINTENANCE WORKER - I

This is a full-time hourly position with attractive benefits package.

MAINTENANCE WORKER I
Salary: \$27.63 - \$35.27 per hour
Application Period Closes:
October 4, 2021 @ 8:00 AM
(Pacific Time)

DEFINITION

Under limited supervision, Maintenance Workers maintain parks, public landscapes, and sports fields, and perform a variety of street, storm drain system, pump station, building and equipment repair. Maintenance Workers respond to emergency storm calls for the community of Larkspur, and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I is a journey level position. Incumbents are expected to perform maintenance duties and interact with the public independently and to exercise good judgment in decision-making.

SUPERVISION RECEIVED AND EXERCISED

The Public Works Superintendent provides supervision for Maintenance Worker I. There are no direct reports for this position. Maintenance Worker I's may receive technical and functional supervision from Maintenance Worker II's, an advanced journey level position with an ongoing assignment to lead worker.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(May include but are not limited to the following:)*

Park & Landscape Maintenance Essential Duties and Responsibilities:

- Perform mowing, weeding, trimming, pruning, cultivating, fertilizing, pest control, and planting lawns, trees, and other plants;
- Remove and dispose of trash and litter; ensure overall cleanliness of parks and park facilities;
- Maintain park equipment, sports fields and play structures, buildings and facilities and irrigation systems, performing minor plumbing or building repair duties;
- Perform construction and demolition of park facilities, drainage, low-voltage electrical and irrigation systems for new, expanded and renovated park facilities as part of capital improvement projects;
- Coordinate with contractors as required;
- Operate small trucks, dump trucks, ride-on and walk-behind mowing equipment, and may be required to operate heavy equipment;
- Utilizes a wide variety of construction tools and mechanical equipment.

Street and Utility Essential Duties and Responsibilities:

- Install, remove and replace asphalt and concrete;
- Install traffic counting equipment, traffic and parking control signs, traffic markings and red curbs;

- Maintain, operate, inspect, repair and install storm water system facilities including, piping, storm drains, catch basins, sub-drains, meters, pumping stations, pumps, controls, measuring devices, outfall and inlet structures, and related appurtenances;
- Operate hand and power tools, light and heavy construction equipment and specialized pipe cleaning and maintenance equipment;
- Handle and apply chemicals;
- Clear and cleans streets, including felling trees and clearing debris and maintaining trash removal;
- May takes water samples and perform minor laboratory tests to assure compliance with regulatory standards.

Additional Responsibilities:

- Assist as assigned with community event setup and placement of holiday decorations
- Assist and support City staff to ensure safe operation of City owned and maintained facilities;
- Assist as assigned with development or implementation of the City's emergency response plan;
- Perform welding and fabrication of equipment and parts as needed;
- Maintain and repair a variety of equipment and vehicles;
- May be required to interact with customers on site or when requested;
- May be required to utilize department or City-wide software applications to maintain records or provide reports.
- Perform as a designated Disaster Service Worker as needed during emergency situations; respond to emergency call outs for service after hours and on weekends as needed.

REQUIREMENTS

Knowledge of:

- Both general and job-specific methods, materials, terminology and safe work practices of maintenance, construction, and landscape/irrigation work
- Use, care and repair of maintenance equipment and tools
- Knowledge of organizational policies and procedures as relate to maintenance and emergency response

Skill and Ability in

- The use of and proper applications for a large variety of power hand tools
- Demonstrated ability to safely and effectively use maintenance equipment, i.e., rototiller, brush chipper, Kubota mower/rotary mower, backhoe, paint sprayer, quadrunner, tractor chain saw, flail mower, hedge shears, and to drive F450 dump truck
- Ability to read or listen, and to understand, retain, follow, apply and communicate verbal and written instructions or directions
- Learn effective and safe operation of equipment and tools; learn and retain specific and general information concerning equipment, functions, and projects
- Respond courteously to public inquiries
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- Respond courteously to public inquiries

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to public works and facilities maintenance to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Maintenance Worker I:

- A minimum of two years of experience conducting a range of maintenance activities.
- Experience performing a range of maintenance activities for public works and/or public facilities is highly desirable.
- Possess a valid Class C California driver's license and a clean driving record by date of appointment.

In addition, qualified candidates must:

- Possess valid CPR and First Aid Certificates within three months of appointment
- Pass a pre-employment physical examination, including back X-ray and drug screen

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires physical stamina, strength and flexibility to operate a variety of tools and equipment and vehicles, perform physical tasks for long periods of time, and to lift light and heavy loads (20-90 lbs.); prolonged standing, walking, kneeling, squatting and stooping, and gripping are required in the performance of daily activities.
- The employee will occasionally be required to climb or balance or crawl; or to work in confined spaces. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required to distinguish and identify sounds in a noisy environment.
- The employee is required to use repetitive hand movement and fine coordination for short periods when entering data and preparing reports using a computer keyboard.
- The employee is frequently exposed to outdoor weather conditions, slippery surfaces, uneven ground or floor surfaces, sudden changes and/or extremes in air temperature.
- The employee regularly works with chemicals; and occasionally works with extreme noise or vibration; electrical, mechanical, chemical or explosive hazards; and hazardous waste.
- The noise level in the work environment is frequently loud.

Special Requirements: (1) Must be willing and able to work a variety of regularly assigned daytime shifts; (2) Must be willing and able to be available for standby and emergency response coverage (before and after regular work hours, and on weekends and holidays); or for occasional weekend rotations.

ABOUT THE COMMUNITY OF LARKSPUR:

The City of Larkspur is a full-service municipality. We are located in the heart of Marin County, nine miles north of San Francisco, at the base of beautiful Mount Tamalpais. The city has a mix of commercial, residential, and industrial uses. The residential population is approximately 12,300. Larkspur has a wonderful historic downtown, with shops and nationally recognized cafes and restaurants. A mix of lovely homes, condominiums and apartments are situated in the surrounding hills and along the Corte Madera Creek. Attractive shopping centers provide services and amenities for our residents and visitors. The Larkspur Ferry whisks commuters across the bay to Downtown San Francisco. The southern terminus of the SMART train connects Larkspur to northern Marin communities and Sonoma County by rail.

Larkspur residents are actively involved in important local decisions about quality-of-life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are thoroughly discussed.

APPLICATION PROCEDURE:

To be considered for this exciting opportunity, candidates should submit the following to ithiessen@centralmarinpolice.org no later than 8:00 AM (Pacific) on Monday, October 4, 2021:

1. City of Larkspur employment application
2. Current resume in pdf format
3. Supplemental Questionnaire – include your name on the top of each page and submit in Word or pdf format

The employment application and Supplemental Questionnaire is available at <http://www.ci.larkspur.ca.us/89/Human-Resources>

Applicants who are bilingual and proficient in both English and Spanish are encouraged to apply.

A comprehensive job description for Maintenance Worker I is available on the City of Larkspur's website.

All required applications materials must be submitted; incomplete application packets will result in no further consideration. Inquiries may be directed to Janet Thiessen, Human Resources Manager, at ithiessen@centralmarinpolice.org or by phone at 209-321-3936 (mobile). Email contact is preferred.

The City of Larkspur is not responsible for failure of Internet forms or email in submitting your application.

Application period closes Monday, October 4, 2021, at 8:00 a.m. (Pacific)

The City of Larkspur reserves the right to extend this recruitment as needed to recruit a pool of qualified applicants. The selection process may include an interview and performance exercise. Please do not contact the Human Resources Department about the status of your application unless you have not heard from Human Resources by October 14, 2021.

Accommodation: *Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing ithiessen@centralmarinpolice.org upon submittal of application.*

THE CITY OF LARKSPUR IS AN EQUAL OPPORTUNITY EMPLOYER