



**THE CITY OF COTATI INVITES APPLICATIONS FOR THE POSITION OF
MAINTENANCE WORKER I and II**

FULL TIME

**Salary DOQ within a range of
Maintenance Worker I \$4140 - \$5033 per month
Maintenance Worker II \$4733 - \$5752 per month
Plus excellent benefits package**

The City of Cotati has a vacancy in its Public Works Department and we are seeking a qualified and enthusiastic candidate to join our team. The vacancy is to be filled with either a MWI or MWII depending on the qualified applicant. Please indicate which level you are applying for on the application.

Under the direction of the Public Works Superintendent, the position performs a range of activities, described below.

The ideal **MW II** candidate performs the full array of duties in the Maintenance Worker series, including providing lead direction to assigned staff, on maintenance and construction work in one or more Public Works operations; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties. The **MW I** candidate works at the entry level in the Public Works Maintenance series and initially, under immediate supervision, performs assignments within an established procedural framework, including a wide variety of maintenance and construction tasks.

REPORTING TO THE PUBLIC WORKS SUPERINTENDENT, THE SELECTED CANDIDATE:

- Performs skilled and semi-skilled maintenance, repair, construction, and installation work in streets, storm drain and sewers, landscapes, parks, water, and building maintenance.
- Streets and Sewers: Breaks, removes, crack seals, and repairs surfaces; digs, shovels, hauls, loads, and unloads materials; operates jack hammers, tampers, pavement breakers, and other hand and power tools; rolls and irons asphalt; operates trucks, backhoes, rollers, street sweepers, aerial lifts, and other construction vehicles and equipment; assists in the installation and maintenance of City signs, road markings, striping, and delineators; paints street lines and crosswalks; performs concrete sidewalk, curb, gutter, and ramp installation and repair; installs bricks and pavers; installs, maintains and repairs streetlights; installs shoring and trench plates; monitors underground service alert (USA's) and marks when necessary; sweeps streets and sidewalks; cleans storm drains and ditches; hydro flushes; repairs and installs sewer collection lines; vegetation management.
- Water: Performs skilled work in the installation, maintenance, and repair of the City's water distribution system; digs, shovels, hauls, loads and unloads materials, operates jackhammers, asphalt and concrete saws, pipe threaders, cement mixers, and other hand and power tools; inspects for and repairs leaks in meters and lines; inspects water reservoirs and monitor water system pressure; maintains and adjusts control valves manually and through SCADA systems; operates pipe and leak detecting equipment; notifies customers of problems or disruptions of water service; monitors underground service alert (USA's) and marks when necessary; checks pump stations and records flows; flushes water lines and flow tests hydrants; reads meters on an assigned route and records readings; re-reads meters as necessary and investigates unusual readings and customer complaints; identifies and replaces faulty water meters when required.
- Buildings, Grounds and Parks: Performs skilled work in building and facility maintenance, including carpentry, plumbing, mechanical, electrical, and painting; performs general cleaning of buildings, facilities and grounds; repairs and installs electrical outlets, fixtures, switches, and wiring; performs interior and exterior painting and staining; stocks paper supplies and other supplies as needed; mows, edges, and weeds landscaped areas; plants trees, flowers, and shrubs; assists in the installation of new park areas; maintains and upgrades all City parks, pathways, and landscape areas; repairs and installs landscape irrigation systems; assists in the application of herbicides and

- pesticides; inspects facilities, grounds and park play equipment for conditions needing repair, and maintenance.
- Assists other Public Works maintenance staff when required; performs general concrete work, minor carpentry, tree trimming, and traffic control; operates trucks and other maintenance and construction equipment; maintains and cleans assigned vehicles and equipment; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; responds to after hours call-outs as assigned.
 - Responds to difficult questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
 - Establishes positive working relationships with City management and staff, and the public
 - Performs related duties as assigned.

REQUIRED QUALIFICATIONS:

Qualifications for each Maintenance Worker level are:

Maintenance Worker I

The equivalent of one year of work experience in construction, maintenance or landscape work

AND a high school diploma or equivalent.

Possession of a valid Class C California driver's license by the date of hire is required. Possession of, or ability to obtain a Water Treatment Grade I certificate and a Water Distribution Grade I certificate issued by the State of California within one year of the date of hire. Possession of a Class B California driver's license is highly required.

Maintenance Worker II

The equivalent of three years of experience in performing skilled and semi-skilled construction and maintenance of streets, water distribution, parks or buildings grounds

AND a high school diploma or equivalent.

Possession of a valid Class C California driver's license by the date of hire is required. Possession of Water Treatment Grade 1 and Water Distribution Grade 1 at time of hire is required. Possession of, or ability to obtain a Water Treatment Grade II certificate and a Water Distribution Grade II certificate issued by the State of California within one year of employment at this level is required. Possession of, or ability to obtain, the California Water Environment Association (CWEA) wastewater certificate within one year of employment at this level is required. Possession of a Class B California driver's license is required within one year of employment at this level.

SELECTION PROCESS:

Based on the qualifications of the applicants, the City will fill one position at either the Maintenance Worker I or II level. Candidates should indicate whether they are interested in the Maintenance Worker I or II level position on their application. All applications will be screened for completeness and possession of minimum qualifications. The most qualified applicants will be invited to participate in the selection process. One or more selection interviews, and job related practical exams, will occur during the interview process. Additional pre-employment procedures include a background check and medical examination.

APPLICATION PROCEDURE:

To be considered for this exciting opportunity, candidates should complete an online application at <https://secure.entertimeonline.com/ta/i.COC.jobs?JobsSearch> or visit the City of Cotati employment page at <http://www.ci.cotati.ca.us/sections/employment/>.

Deadline to apply: Continuous Until Filled. First review of applications on October 13th, 2017. PST.

The City of Cotati is not responsible for failure of Internet forms or e-mail in submitting your application.

BENEFITS OVERVIEW:

- City-paid medical coverage up to fixed amounts based on level of coverage, 100% City-paid dental and vision care coverage.
- CalPERS defined benefit retirement; pension formula is dependent upon member status at time of hire. The City offers a Tier 2 formula of 2% @ 60; employees new to CalPERS will receive PEPRA formula of 2% @ 62.
- Vacation accrual of 84 hours per year; sick leave accrual of 96 hours per year.
- 12.5 paid holidays per year
- Deferred compensation, flexible spending accounts, and credit union membership available to employees.
- City-paid EAP, long-term disability and life insurance.
- 40 hours per week schedule; City Hall is currently closed on Fridays.
- Medicare insurance coverage; no social security.
- Access to AFLAC accident, cancer, special event, and intensive care policies.
- Health club membership available at reduced rates.

ABOUT THE COMMUNITY OF COTATI:

Cotati has long been considered the "Hub" of Sonoma County, by virtue of its central location, and its distinct and historic hexagonal plaza. Surrounded by beautiful vistas of hills, vineyards, majestic oaks and redwoods, Cotati offers all the benefits of living in a small city, with the cultural advantages of being located near major urban centers and a highly acclaimed state university. Cotati's roots are steeped in agriculture and music, and the citizens of Cotati are proud of the diverse and charming community that has been shaped by over 100 years' history.

Cotati is home to a very clean light industrial area and is proud of its mixed-use development and "green" building programs. Cotati has an energetic and involved business community and a variety of retail experiences. There are a number of events and celebrations that take place throughout the year that offer something for everyone.

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 kduran@cotaticity.org upon submittal of application.

THE CITY OF COTATI IS AN EQUAL OPPORTUNITY EMPLOYER