



## **CITY WORKER**

**Reports to: Maintenance & Operations Field Manager**

**Department: Public Works & Utilities**

**Date: December 5, 2016**

### **DEFINITION**

Under direct supervision, assists in general labor assignments and supports work in all areas of public works and utility departments, to include water, wastewater, streets, building and parks and recreation.

### **ESSENTIAL FUNCTIONS**

- Coordinates opening and closing of City Hall, to include workdays, special events and activities, sometimes requiring after-hours duty.
- Assists the Water Department in meter reading, and other general work assignments, as needed.
- Assists the Wastewater Treatment Plant in plant yard and facilities maintenance, and other work assignments, as needed.
- Performs maintenance work, such as painting City facilities and equipment, repairing benches and playing equipment.
- Performs minor repair work, such as repairing faucets and sprinkler heads, replacing washers, unclogging drains, repairing wall switches and ceiling lights and replacing broken windows.
- Removes dead trees and branches using chain and hand saws, and other park maintenance assignments, as needed.
- Assists in city council room preparation, for city council meetings, or other meetings/events, as directed.

### **KNOWLEDGE/SKILLS**

- Basic knowledge of common tools and equipment and preventative maintenance techniques.
- Knowledge of safety practices and procedures.
- Ability to work in a multi-disciplined environment.
- Ability to work a flexible schedule, as required.
- Ability to follow written and verbal instructions.

## **EDUCATION & EXPERIENCE**

- High School Diploma or equivalent.
- Minimum of 1-2 years in minor maintenance repair work. Plumbing and electrical experience, strongly preferred.
- Possession of a valid California driver's license, Class C, and a satisfactory driving record.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at and below shoulder level.
- Ability to occasionally lift, carry, push and pull materials and objects up to 50 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Occasionally uses telecommunications equipment; drives motorized equipment/vehicles.
- Occasionally sits; frequently stands or walks.

## **WORK ENVIRONMENT**

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.

- Frequently works in outside weather conditions and is exposed to wet and/or humid and dusty conditions.
- Occasionally works near moving mechanical parts and electrical hazards.
- Occasionally works in contact with hazardous chemicals.

The noise level in the work environment usually quiet in the office and moderate to loud in field settings.

*This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties, as assigned.*

**HOW TO APPLY:** Our employment application can be downloaded directly from the City's Website. Completed applications can be hand delivered to the Human Resources Department at City Hall or sent to:

City of Guadalupe  
Attention: AMV/HR  
P.O. Box 908  
Guadalupe, CA 93434

**DEADLINE TO APPLY:** Friday, December 16, 2016 @ 2:00 p.m.

**EQUAL OPPORTUNITY EMPLOYER**