



City of Maywood

4319 E. Slauson Avenue, Maywood, CA 90270-2897
Tel: (323) 562-5700 Fax: (323) 773-2806

PART-TIME PUBLIC WORKS WORKER WITHOUT BENEFITS POSITION

(Approximately 25hrs per week, not to exceed 980 hours per year)
Salary rate: \$16.32

***** For our Application please visit our website at www.cityofmaywood.com *****

(A completed City application form is required for this recruitment, please see under How to Apply)

For additional information please contact Nancy Rodriguez at nancy.rodriguez@cityofmaywood.org

Opening Date: December 1, 2021

Closing Date: Continuous

Definition:

Under the general supervisor of the Public Works Lead Maintenance Worker. The Public Works Worker performs a variety of duties in support of the City's Public Works division and other departments, including performing a variety of duties. The shift for this position will predominantly be in the afternoons but can include mornings.

Essential Job Duties:

- Duties will include, but are not limited to the following:
- Bulky Item pick up throughout city limits from streets, alleys and city-owned properties.
- Weeds mitigation, small tree trimming, curb and gutter clearance, curb painting, small area concrete repair and tripping hazard mitigation, sign maintenance, reporting of any utility/graffiti and other related issues using city app.
- Assists in resolving city staff facility requests and concerns (e.g., replacing light bulbs, fixtures, door issues, item relocation).
- Performs required labor involved in construction and maintenance of projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying pipe, trenching and backfilling.

Experience and Education:

- At least **One Year** work experience in a maintenance related field.
- Equivalent to High School Diploma or GED.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- General operations, services, and processes within a municipal public works department

- Principles of Safety and Practices and communication (OSHA Regulations)
- Basic Math and Record Keeping, Computer Skills

Skill and Ability to:

- Utilize equipment which includes standard power and hand tools, two-way radio, drills, saws, roto-routers, grinders, landscaping tools, furniture movers, hand tools, electrical meters, energy management system, department vehicles, personal computer, smart phone, copier, calculator, fax machine and other standard office equipment.
- Comprehend and correctly use a variety of informational, technical, regulatory documents, including assessor's maps, tract maps, sewer plans, survey notebooks, public works improvement plans, billing and invoices, policy and procedures, policy memos, resolutions, and municipal ordinances and codes.
- Communicate effectively in a courteous and competent manner verbally and in writing with city administrators, officials, co-workers, contractors, citizens, other agency personnel, and engineers/contractors.
- Operate a variety of automated office machines including copier, fax machine, telephone, personal computer, cell phone and peripheral equipment and typewriter.
- Use a variety of drafting and clerical tools and supplies.
- Prioritize daily duties, projects and assignments

Licenses and Certificates:

An excellent driving record and possession and retention of a valid California Class C driver's license is a condition of employment.

Possession of a valid California driver's license is required by the date of hire and during employment.

Physical Requirements and Working Conditions:

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry, and vision to monitor.
- May be subject to exposure to extreme weather conditions, hazardous chemicals, fumes, infectious diseases, toxic waste, air and water borne pathogens, unsafe and unhealthy building conditions, and rough or unstable terrain.
- May be subject to extended periods of walking, driving, pushing, pulling, bending, reaching, kneeling, climbing ladders, lifting or carrying building materials.
- Must be able to lift up to 50 pounds.

- Will be required to drive City vehicles.

BENEFITS:

24 paid sick hours per year (paid at eight hours a day)

SELECTION PROCESS:

A completed City of Maywood Employment Application is required. Applicants will be screened for completeness and qualifications. The most qualified candidates will be invited to participate in an oral interview, and if selected, will continue in the recruitment process. The recruitment process may include:

Application Screening
Oral Interview
Physical Examination
Background Investigation
DMV Driving records

HOW TO APPLY:

Interested candidates can apply for this position by completing the following application found in our website: (<https://www.cityofmaywood.com/183/Human-Resources>) to Nancy Rodriguez at nancy.rodriquez@cityofmaywood.org

All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing a post-offer, pre-appointment medical examination. All new employees may be fingerprinted as part of the employment process and a criminal history check may be conducted with the Department of Justice.

The City of Maywood is an Equal Opportunity Employer and values diversity at all levels of the organization.

The Provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.