

Compensation

The rate of pay is \$4,390 to \$5,336 per month paid on a bi-weekly basis. Placement within the range will be determined on the selected candidate's experience in the tasks to be performed and salary history. A 3% cost-of-living adjustment is approved commencing July 1, 2018.

In addition to the salary, the City offers an excellent benefits package that includes:

- The City's retirement system is CalPERS with no Social Security participation. The City has Tier I, Tier II and PEPRAs pension plans available dependent on the candidate's status in CalPERS.
- Deferred compensation plans, with voluntary employee contributions only.
- Paid vacation leave starts at 2 weeks up to 5 weeks accrued annually, based on longevity and increasing with years of City employment.
- Paid sick leave of eight (8) hours accrued per month.
- "Cafeteria Plan" with monthly monetary contributions paid by City in accord with the current Miscellaneous Employee Agreement (MOA). The employee may apply the City's monetary contribution toward employee and/or family premiums for medical and/or dental under specified conditions and categories.
- Flexible health benefits spending account available at employee option.
- The City observes 10 paid holidays plus 3 personal (floating) holidays per fiscal year.

Our Community

The City of Clayton (population 11,300), tucked at the base of scenic Mt. Diablo in desirable Contra Costa County, offers a charming and safe small-town atmosphere where residents take great pride and actively participate in their community. Clayton ranked nationally in the top 100 Small Town Places to Live by *Money Magazine* (2007, 2009, and 2011).

Selection Process

A City application is required to be completed and may be obtained at City Hall located at 6000 Heritage Trail, Clayton, CA 94517, online at www.ci.clayton.ca.us, or by calling (925) 673-7304 during regular business hours to have an application mailed. Applications will be accepted **until July 6, 2018 at 5:00 p.m.** Initial screening of applications is based on quality of experience, education and training. Qualified applicants are considered without regard to race, color, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age (over 40), disability, medical condition, genetic information, marital status, military or veteran status, or any other legally protected status. Candidates selected will be invited to participate in a panel interview process. The successful finalist must pass a Livescan/DOJ fingerprint check, a pre-employment physical examination, and a comprehensive background investigation. Upon appointment, each new employee must serve a probationary period during which the employee must demonstrate sufficient capacity and ability to perform the work assigned to this position.



Accepting Applications

Senior Maintenance Worker

\$4,390—\$5,336 monthly

Depending on Qualifications

This is a full-time, benefited position.

Final Filing Date:

July 6, 2018 at 5:00 p.m.



6000 Heritage Trail
Clayton, CA 94517
Phone: 925-673-7300
www.ci.clayton.ca.us

The Department and Position

The City of Clayton is hiring one full-time employee to perform a variety of highly-proficient functions in the Maintenance Department. Under general supervision, will perform skilled labor in construction, facility, maintenance, repair and related activities applied to the areas of general landscaping, grounds maintenance, cleaning of City Parks, City facilities, and street maintenance.



Equipment, Methods and Guidelines

Equipment used: motorized vehicles and equipment, including dump truck, pickup truck, tractor, utility truck, tamper plate compactor, saws, pumps, propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection device, mobile radio, phone, and ditch witch.

Examples of Duties

Works independently under general supervision of the Maintenance Supervisor. Duties may include, but are not limited to, the following:

- Assists in planning, training, and organizing work for a crew of maintenance personnel to ensure sufficient coverage/staff for work to be completed.
- Estimates material and equipment needs for assignments and makes requisition/recommendations to facilitate work to be done.
- Oversees work and activities of field maintenance crews to ensure work is done properly and safely. Includes: inspects work of crew and contractors, provides training, makes recommendations for changes.
- Performs higher degree of knowledge and hands-on skill in the various maintenance functions of the City.
- Assists in completion of records, reports, and logs to document progress of assigned work, maintenance requests or injury/accident occurrences.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Knowledge and Abilities

Knowledge of:

- Basic construction methods, materials and terminology.
- Standard hand tools, light equipment and light vehicles (including bucket truck).
- Basic safety precautions and practices necessary in working with hand tools, light equipment, and vehicles.
- Basic methods and practices involved in the care of shrubs, trees, turf and flowers, and associated irrigation systems.
- Demonstrate and use technically complex construction and maintenance procedures in water system, streets, parks, storm water, and building maintenance.
- Use hand and power tools.
- Perform heavy manual labor for extended periods of time and under inclement weather conditions.
- Understand and follow written and oral instructions.
- Provide lead direction to maintenance crews; oversees and inspects work done; performs higher-skilled level maintenance work; responds to emergencies and after-hours work.