



**THE CITY OF LARKSPUR INVITES APPLICATIONS FOR THE POSITION OF
SKILLED MAINTENANCE WORKER I (2 POSITIONS)
ASSIGNMENT IN PARKS/LANDSCAPE
ASSIGNMENT IN STREETS/FACILITIES
\$25.41 - \$32.44 PER HOUR - 40 hours per week
Plus an excellent benefits package**

We are seeking two experienced Maintenance Workers to join the team in the Public Works Department!

The City of Larkspur is hiring for two Skilled Maintenance Worker I positions: one position assigned to parks/landscape and one position assigned to streets/facilities. The ideal candidate will have at least three years of experience performing a range of maintenance activities in public works or public facilities. Working directly under the Maintenance Supervisor, the Skilled Maintenance Worker I will be working alongside a team of four to six to maintain parks, public landscapes, and sports fields, and performs a variety of street, storm drain system, pump station, building and equipment repair. Skilled Maintenance Workers respond to emergency storm calls for the community of Larkspur and perform related duties as assigned.

The Skilled Maintenance Worker I in both assignments will come in frequent contact with City staff and members of the public, and is expected to use excellent interpersonal and customer service skills frequently on the job. Experience in the public right-of-way and expertise as a jack-of-all-trades is desirable. As part of a flexible team, the ideal candidate excels at labor intensive work.

Applicants with relevant experience are encouraged to apply to both Skilled Maintenance Worker I positions. The City will develop two hiring lists based on the most qualified applicants received for both positions.

PARKS/LANDSCAPE:

Reporting to the Public Works Superintendent, the selected candidate assigned to parks will:

- Assist and support City staff to ensure safe operation of City owned and maintained facilities.
- Operate hand and power tools, light and heavy construction equipment and specialized pipe cleaning, and maintenance equipment.
- Perform landscape maintenance, including mowing, weeding trimming, pruning, cultivating, fertilizing, pest control, and planting.
- Clear and clean streets and parks, including felling trees, clearing debris, and maintaining trash removal.
- Coordinate with contractors as required.
- Use computers and software to maintain records and prepare reports and other communications.
- Operate hand and power tools, light and heavy construction equipment and specialized pipe cleaning and maintenance equipment.
- Maintain and repair a variety of equipment and vehicles.

STREETS/FACILITIES:

Reporting to the Public Works Superintendent, the selected candidate assigned to general maintenance will:

- Perform temporary asphalt pothole repairs and small concrete jobs to repair streets and sidewalks.
- Perform welding and fabrication of equipment and parts as needed.
- Maintain, operate, inspect, repair and install storm water systems.
- Operate hand and power tools, light and heavy construction equipment and specialized pipe cleaning and maintenance equipment.

- Use computers and software to maintain records and prepare reports and other communications.
- Coordinate with contractors as required.
- Install traffic counting equipment, traffic and parking control signs, traffic markings and red curbs.
- Maintain and repair a variety of equipment and vehicles.

REQUIRED QUALIFICATIONS INCLUDE:

Sufficient experience and education related to skilled maintenance work to demonstrate acceptable knowledge and skills to perform essential duties is required. A typical way of obtaining such qualifications is:

- A minimum of two years of experience conducting a range of maintenance activities for public works and/or public facilities.
- Possession of a valid Class C California driver's license and a clean driving record by date of appointment. A current DMV printout must be provided with the application.

DESIRABLE QUALIFICATIONS:

- Experience working in public right-of-way.
- Strong experience as jack-of-all-trades: skilled operator of various light construction equipment and power tools; and ability to address a variety of issues related to maintenance of buildings, construction, streets and landscaping.
- English/Spanish bilingual skills.
- High school diploma or equivalent.

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.

SELECTION PROCESS:

It is important to complete all required application materials. All applications will be screened for completeness and possession of minimum qualifications. Qualified applications will be reviewed in detail to identify the most qualified candidates to interview. **Interviews for both positions are anticipated to take place on October 18, 2018. Please save the date.** It is anticipated that the successful candidate will begin employment as soon as possible.

APPLICATION PROCEDURE:

To be considered for this exciting opportunity, candidates should complete an online application and the required Supplemental Questionnaire through CalOpps.org. Please search for City of Larkspur positions on CalOpps, or follow the link below directly to our CalOpps page: <https://www.calopps.org/city-of-larkspur>

Deadline to apply: October 5, 2018

All required applications materials must be submitted and received by the final filing date. Inquiries may be directed to sohare@cityoflarkspur.org. The City of Larkspur is not responsible for failure of Internet forms or e-mail in submitting your application. ***NOTE: A comprehensive job description can be found on the City of Larkspur's website.***

BENEFITS OVERVIEW:

- Significant City contributions to medical and dental coverage for employees and eligible dependents.
- CalPERS defined benefit retirement, 2.0% @ 55 formula for current members and new members hired prior to 12/31/12; 2.0% at 62 for new members hired after 12/31/12. The employee is responsible for payment of the employee share of the pension cost.
- Vision care expense reimbursement for employees.
- Paid vacation, holiday, and sick leave.
- Deferred compensation, flexible spending accounts, and credit union membership available to employees.
- City-paid EAP, long-term disability and life insurance.

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 12,000. 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.

Larkspur is a close-knit community with a well-educated population. 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.

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 sohare@cityoflarkspur.org, upon submittal of application.*

THE CITY OF LARKSPUR IS AN EQUAL OPPORTUNITY EMPLOYER