



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

MAINTENANCE WORKER II

\$3,605.83 - \$4,399.35 Monthly

THE CITY OF CULVER CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.

HOW TO APPLY

A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration to the Human Resources Department. Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department at the address above.

Individuals that submit incomplete application materials may not receive full consideration for the position.

THE POSITION

This position is assigned to the Parks, Recreation and Community Services (PRCS) Department. Performs a variety of grounds maintenance duties in the upkeep of City parks and landscape areas. Operates a variety of hand and power tools including, but not limited to, lawnmowers, edgers, trimmers, blowers, saws, sprayers or similar tools; mows, edges, weeds, fertilizes and waters lawns; trims, prunes and hedges trees and shrubs; assists in the application of pesticides and herbicides to maintain lawns, shrubs and trees; removes litter and debris from grounds, paths, walkways and playgrounds; sweeps and cleans recreation areas and facilities; keeps restrooms, play equipment, picnic areas and recreation facilities clean and orderly; assists with minor irrigation repairs and graffiti removal; operates trucks to carry equipment and crew; hauls trash and dirt in cleaning and leveling park areas; assists with digging ditches, trenches and holes; works with traffic control devices to ensure safety and maintain safe work areas; maintains park restrooms; erects bleachers and stands; prepares fields for sporting events, and performs cursory inspection of playground equipment to ensure visible hazards are not present. Performs other related duties.

MINIMUM REQUIREMENTS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a high school diploma or equivalent and one year of experience in maintenance, repair and/or construction work including some semi-skilled duties such as operating grounds maintenance equipment at parks or recreation facilities. Or, two years of experience at the level of Maintenance Worker I performing maintenance, repair, construction or grounds maintenance work.

LICENSE AND CERTIFICATES

Possession of valid California Class “C” drivers license required at time of examination. California Class “B” drivers license is desirable.

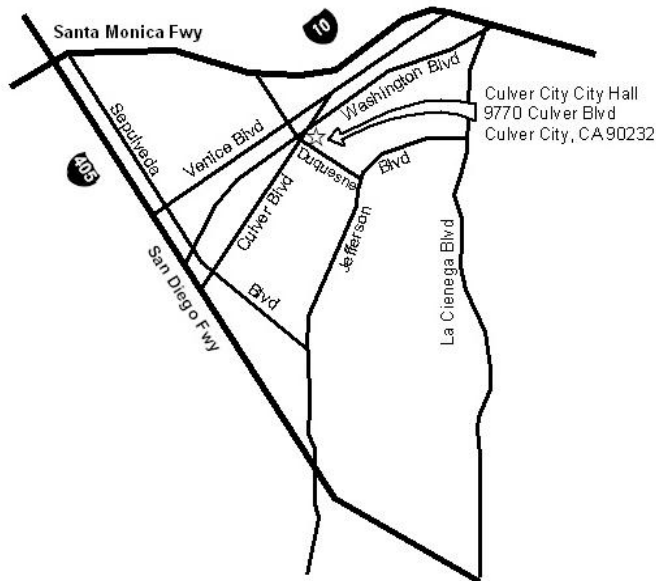
EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components in order to be placed on the eligible list.

COMPONENT		WEIGHT
) Written Test: To determine knowledge of maintenance.		30%
) Performance Test: To measure ability to perform semi-skilled tasks.		40%
) Oral Appraisal Interview: To evaluate training, experience and personal qualifications.		30%

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:00 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies. The top three (3) ranks will be used for Promotional Examinations.

VETERAN’S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran’s preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran’s preference. (Veteran’s preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:	These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: www.culvercity.org
RETIREMENT:	City participates in CalPERS* retirement plan (Public Employees Retirement System). Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.
DEFERRED COMPENSATION:	Employees may voluntarily contribute to a city sponsored deferred compensation plan.
HEALTH BENEFITS:	Choice of health, dental, vision and life plans are available for employees and dependents. Some employee contribution may be required.
LEAVE BENEFITS:	Include holidays, in-lieu time, sick and vacation.
UNIFORMS	Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.
CREDIT UNION AVAILABLE	

* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.