



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

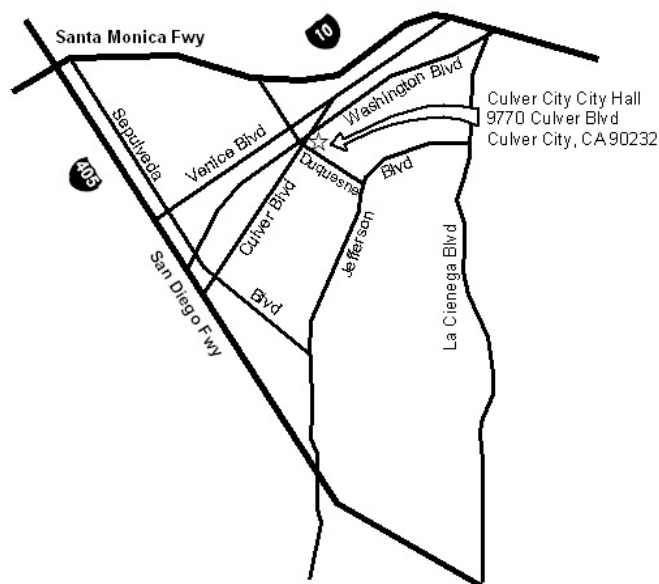
MAINTENANCE WORKER I (Job Code # _____)

\$3,396.14 to \$4,146.07 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	
Filing deadline: 5:00 p.m., [DATE] A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position. Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.	
THE POSITION	
This position is assigned to the Parks, Recreation and Community Services Department (PRCS). Assists in turf maintenance in City parks and landscaped areas lawnmowers, power edgers and other tools; assists in checking sprinkler heads for proper functioning. Cleans and adjusts heads as necessary. Reports problems to Supervisor. Assists in the planting of flowers in planters, medians, and other landscaped areas; assists in controlling the growth of weeds in lawn areas, shrub beds, and flower beds using hand tools and weed eaters; assists in picking up and disposing of trash and debris from roadsides, parks and other areas. Under close supervision, operates a variety of power tools such as chain saws, hedge trimmers, weed eaters, pruning shears and leaf blowers. Operates a pickup truck. Performs related duties as assigned.	
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: six months experience in the use of hand and power tools and performing manual labor for lengthy and continuous periods of time.	
LICENSE AND CERTIFICATES	
Possession of valid California Class C driver's license required at time of examination.	
EXAMINATION PROCEDURES	
Applicants must receive a passing score on all examination components in order to be placed on the eligible list. Please note: There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.	
COMPONENT	WEIGHT
• PERFORMANCE TEST: To measure ability and skill in performing heavy manual labor and to measure knowledge of tools used in the performance of Maintenance Worker I tasks.	40%
• APPRAISAL INTERVIEW: To evaluate training, experience and personal qualifications.	60%

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.