



CITY OF CULVER CITY
invites applications for the position of:

Maintenance Worker I

An Equal Opportunity Employer

SALARY: \$3,657.26 – Monthly

\$4,464.86 Monthly

OPENING DATE: 12/21/2020

CLOSING DATE: 12/28/2020 05:00 PM

THE 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.

THE POSITION:

The following tasks are typical for the positions assigned to this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

Positions assigned to the Public Works Department:

- Assists in repairing asphalt failures by cleaning and filling potholes or cracks using hand tools such as a shovel or rake and power tools such as pavement breakers.
- Assists in sealing cracks in asphalt pavement streets.
- Assists in repairing and replacing concrete sidewalks and curbs including the construction of forms and rodding, tamping and finishing the concrete.
- Performs graffiti removal using a variety of equipment such as ladders, pressure washers, paint brushes/rollers, and airless sprayers.
- Assists in the cleanup of fallen tree branches and other tree related emergencies.
- Assists in the cleanup and mitigation of sanitary sewer overflows and other wastewater maintenance emergencies.
- Assists with weed removal in the public right of way including traffic medians, sidewalks, alleyways and bike paths.
- Performs related duties as assigned.

Positions assigned to the Parks, Recreation and Community Services Department:

- Assists in turf maintenance in City parks and landscaped areas using 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.

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- 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 pick-up truck.
- Performs related duties as assigned.

Positions assigned to the Transportation Department:

- Routinely inspects and cleans facilities, bus stops (including shelters, benches, trashcans and signs). Reports and problems to immediate supervisor.
- Assists with the maintenance of facilities, bus stop shelters and related equipment, such as benches and trashcans using hand and power tools.
- Assists in repairing and replacing of new bus stop poles, signs, LED displays, shelters and related property. Reports any customer complaints to appropriate staff.
- Under close supervision, operates a variety of power tools, secures equipment, and reports any problem with equipment to immediate supervisor.
- Performs graffiti removal at bus stop shelters, trash receptacles, and surrounding sidewalk areas using a variety of equipment such as ladders, pressure washers, paint brushes/rollers and airless sprayers.
- Assists in the maintenance and repair of shelters which includes drilling and breaking concrete and/or asphalt for the purpose of removing poles and related property.
- Changes bulbs such as fluorescent and LED lights.
- Performs related duties as assigned.

There is an immediate vacancy in the Transportation Department**Training and Experience:**

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.

Licenses and Certificates:

Possession of a valid California Class C driver's license at the time of the examination.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on the following 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.

COMPONENTS

Performance Test (weighed at 40%): To measure ability and skill in performing heavy manual labor and to measure knowledge of tools used in the (Tentatively scheduled for the week of January 25, 2021).

Appraisal Interview (weighed at 60%): To evaluate training, experience, training, and personal qualifications. (Tentatively scheduled for the week of February 22, 2021).

ADDITIONAL INFORMATION:

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude an applicant from a job with the City. If an applicant is selected as a finalist, he or she will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen will be required.

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

Applications may be filed online at:

<http://www.culvercity.org.jobs>

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9770 Culver Blvd. Culver City, CA 90232
Main Line 310-253-5640

ATTACHMENT 4- FINAL BULLETIN

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