



CITY OF CULVER CITY
invites applications for the position of:

Facilities Maintenance Worker

An Equal Opportunity Employer

SALARY: \$4,205.37 – Monthly
\$5,217.27 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:

- Makes minor repairs to buildings, or park equipment and facilities utilizing plaster, cement, or wood.
- Performs minor electrical repairs including defective switches, wall receptacles and light fixtures including high voltage circuits.
- Performs minor repairs to plumbing, including such as faucets and valves, and clearing plugged drains, drinking fountains, and urinals.
- Performs routine maintenance and repairs including preventative maintenance and adjustments of a variety of machinery and equipment associated with City buildings and/or park equipment.
- Assists the skilled facility maintenance staff in performing maintenance work tasks such as building and installing cabinets, painting, plumbing, air conditioning and electrical maintenance including street lighting, traffic signals, and heating, ventilating and air conditioning repairs.
- Makes minor repairs to fences and park play equipment, such as swings, slides, whirls and multi-deck structures, and basketball, tennis and baseball recreation equipment.

Positions assigned to the Transportation Department:

- Makes minor repairs to bus stops utilizing plaster, cement, or wood.
- Performs routine maintenance and repairs including preventative maintenance and adjustments of a variety of machinery and equipment associated with city bus stops (including shelters, benches, trashcans and signs).
- Performs minor electrical repairs to signs and LED displays.
- Repairs and replaces new bus stop poles, signs, shelters and related property.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, abilities, and skills would be qualifying. A typical way to obtain the knowledge, abilities and skills would be: completion of one year full-time paid experience with the building trades such as carpentry, plumbing, painting or electrical work.

Licenses and Certificates:

Possession of a valid California Class C driver's license.

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

Written Test (weighed at 30%): To determine general maintenance knowledge and aptitude. (Tentatively scheduled for the week of December 14, 2020).

Performance Test (weighed at 35%): To measure ability to perform maintenance tasks (Tentatively scheduled for the week of December 28, 2020).

Appraisal Interview (weighed at 35%): To evaluate education, experience, training, and personal qualifications. (Tentatively scheduled for the week of January 25, 2020).

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>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640
