

City of Saratoga invites your interest in the position

Deadline to apply is Friday,
July 26, 2024 at 5:00 pm

About the City

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's historic downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. Saratoga residents place an emphasis on retaining the quality of the city's semi-rural ambiance. The City also is home to Montalvo Arts Center and the Hakone Estate & Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

Read more at Saratoga.ca.us



Maintenance Worker I

Parks Maintenance Division, Public Works Department

\$33.47-\$40.67 per hour

Full-time, FLSA non-exempt

ABOUT THE POSITION

The Maintenance Worker I performs semi-skilled and skilled labor in the construction, maintenance, repair, and service activities in the Parks Division.

Typical duties in the Parks Division may include but are not limited to:

Maintains turf, trees, shrubs, groundcover, top dressings, irrigation systems, playground equipment, park furnishings, restrooms, and sport field equipment; Operates and understands basic maintenance procedures for various power turf equipment, including but not limited to mowers of various sizes, edgers, blowers, chainsaws, and related equipment as required; Performs a wide variety of skilled tasks involving the use of power equipment and hand tools in the areas of park and grounds maintenance, irrigation system installation, programming, and maintenance, and tree/shrub trimming maintenance; Performs installation, maintenance and repair of various parks and grounds improvements and planting and trimming of trees/shrubs; Performs fertilizer and herbicide application related to turf and ornamental plant care; and performs other related duties as assigned.

The normal work week will be a 9/80 schedule (9-hour days Monday-Thursday, 8-hour Friday with every other Friday off) from 6:00 am-3:30 pm.

The ideal candidate should like working cooperatively to accomplish established goals and tasks, have a willingness to learn and apply procedures and methods, and have an interest in providing the public with exceptional customer service. Attention to detail and commitment to safety requirements and practices are essential qualities.

EXPERIENCE AND EDUCATION

The Maintenance Worker I requires the equivalent to completion of the twelfth (12th) grade with a minimum of one (1) year experience in the maintenance of parks, grounds, landscape, or other related maintenance experience. Possession of, or the ability to obtain, an appropriate, valid California driver's license upon appointment.



The complete job description may be viewed on [the City's website](#).

How to Apply

To be considered for this exciting career opportunity, please apply online through www.calopps.org (search word: Saratoga).

As part of your online application, provide the City with responses to the required supplemental questions. Applications that do not include supplemental question responses will not be considered. The most qualified applicants will be invited to participate in the testing process, which will consist of oral interviews.

Deadline to apply is Friday, July 26 at 5:00 pm, but may close sooner if a sufficient number of qualified applications are received.



CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council/Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently more than one district may serve within the City's boundaries. Fire protection services are provided through special districts, and the City has formed collaborative relationships and established service contracts with other governmental agencies including law enforcement services through Santa Clara County Sheriff's Office, animal control services provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, and library services provided by Santa Clara County Library District. In addition, sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

The City's FY 2023/24 Operating and Capital Budget was \$47.9 million. The City's organizational structure includes 56.5 full-time equivalent (FTE) positions in five departments: City Manager's Office, Administrative Services, Community Development, Public Works, and Community Services.

COMPENSATION AND BENEFITS

The City of Saratoga provides excellent compensation and benefits. The salary for this position will be set at a step between steps 1 and 5 based on qualifications and experience of the selected candidate. The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

The attractive benefits package includes:

- CalPERS Retirement Plan: 2% at age 60 formula for "Classic Members" or 2% at age 62 formula for "New Members."
- CalPERS Health Insurance: Comprehensive HMO and PPO plan options available. The City contributes towards the full cost of the monthly health plan premium as follows (2024 rates): \$969.53 for employee-only coverage, \$1,939.24 for employee plus one dependent coverage, and \$2,520.99 for employee plus two or more (family) coverage. The employee pays the amount of the monthly health plan premium above the City contribution as a pre-tax payroll deduction.
- Dental Insurance: Comprehensive in and out of network plan options available. The City contributes 100% of the dental premium.
- Life Insurance: City paid coverage group term life policy of \$100,000.
- Long Term Disability: City paid coverage plan design of 66-2/3 of salary to a maximum of \$2,000 per month with an employee buy up option to a maximum of \$8,200 per month.
- Deferred Compensation: The City will match contributions to a deferred compensation account up to a maximum of \$150 per month.
- Paid Time Off (PTO): PTO is accrued at a rate of 22 days per year.
- 9/80 City Work Schedule: Nine-hour days Monday through Thursday, eight-hour day one Friday, then off the next Friday.
- Tuition Reimbursement: Employees are eligible to receive up to \$2,500 per year in tuition reimbursement.
- The position is represented by the Carpenters 46 Northern California Counties Union Local 2236.