



We invite applications for the position of:
FACILITIES MAINTENANCE WORKER
\$6,498 - \$7,413 Monthly
Plus a comprehensive benefits package

The City of San Mateo Public Works Department is looking to fill two (2) Facilities Maintenance Worker positions!

Why Join our Department?

When you join the Public Works Department, you will work among collaborative and energetic colleagues who share a passion for serving our San Mateo citizens and improving the community in which we live and work. Our team is comprised of individuals with diverse talents and experience in various fields. We will provide you with a wide range of opportunities in a team-based collaborative environment while helping you achieve your professional goals. Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City's mission, values and organizational principles that we are seeking in the candidates. Sharpen your skills amidst our organization's professional work culture. The learning curve is great and hard work is appreciated. Join an environment where friendships develop and where the work is interesting, meaningful, and enables you to enjoy a balanced life.

The current two vacancies are in the Facilities Division.

Look to some of the reasons why the City of San Mateo is a great place to work: https://www.youtube.com/watch?v=_GTIzeSpc_g

What You'll Do

The Facilities Maintenance Worker performs perform semi-skilled and skilled maintenance and repair work on municipal buildings, facilities, and equipment and other related work as assigned. Depending upon assignment, duties may include, but are not limited to, a variety of routine and semiskilled tasks:

- Performs a variety of facility maintenance tasks involving some or all of the following skill trades: plumbing, electrical, carpentry, HVAC, painting, and preventative maintenance scheduling.
- Installs, repairs, and maintains lavatories, sinks, toilets, urinals, wash basins, drains, gas and electric heaters/water heaters, water filters, water pumps, boilers, HVAC units, water valves, drinking fountains, and other plumbing systems.
- Fabrication using arc welding, brazing and acetylene.
- Performs electrical repair such as installing light fixtures, light tubes, outlets, switches, and ballasts.
- Oversee contractors when professional repairs are necessary
- Performs maintenance on electrical, heating, air conditioning, motorized equipment, generators, and building alarm/building management systems.
- Maintains, repair, and troubleshoot appliances such as refrigerators, stoves, ovens, and dishwashers, etc.
- More difficult or skilled work may be performed under the direct supervision of a supervisor or skilled maintenance technician/worker. Specific duties performed may vary by assignment. This class performs related work as required.

The Facilities Maintenance Worker receives general supervision from the Building Maintenance Supervisor or Wastewater Treatment Plant Maintenance Superintendent (when assigned to the Wastewater Treatment Plant), or higher-level department personnel.

For a comprehensive list of duties, reference the job specification at <https://www.cityofsanmateo.org/DocumentCenter/Index/86>.

Who You Are

- You possess the knowledge of standard practices, methods, materials and equipment used in building construction trades and/or maintenance.
- You possess the knowledge of occupational hazards and safety precautions required in the work.

- You possess the ability to perform skilled maintenance and repair work approaching the journal level in either the plumbing, electrical, painting or carpentry trade areas.
- You possess the ability to locate and adjust defects in construction systems.
- You possess the knowledge of operation and application of a variety of construction and maintenance tools and equipment.
- You possess the ability to use and care for tools, supplies, and materials required in the work, and the ability to use computers and handheld electronic devices in the course of work.
- You possess the ability to read and understand blueprints, construction drawings, schematics, equipment installation, and start up.
- You possess the ability to understand and follow oral and written instructions and the ability to work effectively with others encountered in the course of work.
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What You Bring

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a High School Diploma, supplemented by specialized construction and maintenance training or experience.
- Two years of building maintenance and construction work involving a wide range of systems, components, and related equipment.
- Possession of, or ability to obtain, a valid California Class C driver's license.

Bonus Points (highly desirable)

- HVAC/EPA certification
- CPO certification
- CPSI certification

ADA Special Requirement: *Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 pounds; exposure to noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.*

What We Offer

- *Salary: \$6,498 - \$7,413 / month*
- **Comprehensive benefits package including generous paid leave and health benefits.**
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute **8.34%** to CalPERS and New members contribute **7.50%** to CalPERS effective 7/6/2024.
- Participation in the Social Security Program.
- Deferred Compensation: City will contribute 1.0% and will match an additional 0.5% of base salary.
- City contribution of 0.75% of base salary to Retirement Health Savings Account.
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership.
- Bilingual Diff: \$195 monthly (if applicable).
- For more information, please refer to the [SEIU Maintenance Unit](#) benefit summary document.
- This classification is represented by the SEIU Unit.

Are You Ready? Apply.

Submit an online application, résumé (required), and supplemental questionnaire at www.calopps.org/city-of-san-mateo or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by 5:00 PM on **Friday, September 6, 2024** OR upon receipt of the first 100 applications, resumes, and supplemental questionnaires, whichever occurs first.

Interview Process

All applications, résumés (*required*) and supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment

application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these. An in-person/on-site oral panel interview is tentatively scheduled for **Thursday, September 26, 2024**.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – August 15, 2024

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the application filing deadline, or the exam date if the exam is continuous, for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO Facilities Maintenance Worker

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Describe your past experiences and responsibilities as they relate to facility maintenance. Please include any experience and responsibilities you had for plumbing, electrical, mechanical, and carpentry.
2. Please list any certifications and trainings you have received that are related to facility maintenance, including safety training and experience in the use of personal protective equipment.
3. Please tell us about your experience, if any, with a Computerized Maintenance Management System (CMMS) and describe the program(s) and your use of it.