



We invite applications for the position of:
MAINTENANCE WORKER I/II
Maintenance Worker I - \$5,359 - \$6,382 MONTHLY
Maintenance Worker II - \$6,159 - \$7,023 MONTHLY
Plus a comprehensive benefits package

The City of San Mateo Public Works Department is looking for a Maintenance Worker I-II

Why Join our Department?

The Public Works Department is comprised of the Engineering and Facilities Services Division (EFSD) and the Environmental Services Division (ESD). Each division is led by a Deputy Director reporting to the Director of Public Works. The department is responsible for the City's major capital projects and infrastructure including streets, street lights, traffic signals, sewer and storm conveyance systems, wastewater treatment plant, pump stations, a major lagoon, and dams and levees. A key player on this team is the Maintenance Worker. You would be joining over 500 people whose mission is to serve the San Mateo community with a collaborative, innovative and professional spirit.

What You'll Do

The Maintenance Worker position may be filled at either the I or II level based on experience. The Maintenance Worker will perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of streets, sidewalks, signs, sewers, storm drains, pump stations, traffic signal and street light equipment, traffic systems, or municipal buildings; and to do related work as required. Some of the duties of this position are as follows:

- Operate construction and maintenance equipment such as backhoes, motorgraders, boom trucks, tractors, vac-all and small sweepers, and skip loaders for a variety of construction and maintenance operations involving streets, sidewalks and gutters, sewer lines, and drainage channels.
- Use concrete cutting and braking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.
- Operate maintenance equipment and tools such as trucks, power tools, sewer rodder, hydraulic jet cleaner, vac-all, front loader, backhoe, compressor, sandblaster, power wench, boom truck, cc TV unit, main and auxiliary pumps, pneumatic and electro-mechanical controls, diesel power plants, and related equipment and tools.
- Assist pump mechanics to install, repair and modify pump station machinery and control.
- Paint traffic markings on streets, crosswalks, parking lots, and curbs; operate a striping truck.
- Assist in performing a variety of routine electrical maintenance and repair tasks.
- Assist in trash and debris control activities such as picking up of litter and other street maintenance activities as required or when weather does not permit sweeping operations.
- Fully utilize the computerized work systems in accordance with work flow processes.
- Work cooperatively and effectively with co-workers.

Who You Are

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Maintenance Worker I - This is the entry level class in the Maintenance Worker series. Positions in this class will usually perform most of the duties required of Maintenance Workers I and II, however, as compared to the Maintenance Worker II, is not expected to function at the same skill level and will usually exercise less independent direction and judgment on matters related to work procedures and methods. Knowledge and abilities include:

- Uses and Purposes of general construction tools and equipment using safe work practices.
- Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Perform heavy manual labor.
- Ability to use computers and electronic communication devices in the course of work.

Maintenance Worker II - This is the journey level in the Maintenance Worker series. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I class, or when filled from the outside, require prior experience in the construction and maintenance of streets, sewer, traffic, or building-related facilities. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the

qualification standards for the class. All positions assigned to this class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate the full range of mechanical equipment related to a specific assignment. In addition to the qualifications for Maintenance Worker I the knowledge and abilities include:

- Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, traffic signals, sewers, sidewalks, signs, storm drains, park ways, municipal buildings, street sweeping and Maintenance.
- Perform skilled maintenance, construction and repair work in the area of work assigned.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Read and interpret basic maps and blueprints.

What You Bring

Maintenance Worker I

- One year of experience in heavy manual work.
- High School diploma or equivalent.
- Possession of, or ability to obtain, and maintain a valid California Driver's License.
- Possession of, and ability to maintain, a valid Class A Commercial Driver's License is required within 12 months of employment.

Maintenance Worker II (In addition to Maintenance Worker I requirements)

- Two years of experience performing duties comparable to a Maintenance Worker I, and equipment operation.
- If assigned to the Waste Water Collection System: the possession of a Grade I Wastewater Collection System Operator (or higher) Certificate issued by the California Water Environment Association or ability to obtain one within 12 months of hire date and retain the certification while employed in this position. Experience and/or education equivalent to Maintenance Worker I/II acceptable to the Public Works Department can substitute for the required Grade I CWEA certificate.

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 90 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials. Ability to wear a respirator and maintain a face seal while using a respirator.

What We Offer

- 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 **8.30%** to CalPERS and New members contribute 6.75% to CalPERS
- 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: \$90 bi-weekly, if applicable.
- This classification is represented by the SEIU Unit. For more information, please refer to the [SEIU Maintenance Unit](#) benefit summary document.

Are You Ready? Apply.

Submit an online application, and supplemental questionnaire at <https://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. A supplemental questionnaire is required to be submitted with the application. The questionnaire will be provided when you submit your online application. To submit a completed paper application, contact the Human Resources Department for the required supplemental. Applications received without the supplemental questionnaire, will be considered incomplete.

Application Deadline:

This is a continuous recruitment and is subject to close at any time without notice. Applicants are encouraged to apply as soon as possible. The first review of applications is tentatively scheduled for **November 1, 2023**.

Interview Process

All applications, and supplemental questionnaires received will be reviewed for minimum qualifications. 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; a practical examination is **tentatively scheduled for Saturday, November 18, 2023**.

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 - October 4, 2023

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 deadline 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
MAINTENANCE WORKER I/II**

Supplemental Questionnaire

Name: _____

1. For how long a period have you operated road construction or farm equipment?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

2. For how long a period have you performed digging, shoveling and raking?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

3. For how long a period have you performed asphalt repair work, trenching and pipe laying?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

4. For how long a period have you performed maintenance and repair of storm and sewer drains?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

5. For how long a period have you performed painting traffic markings on streets?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

6. For how long a period have you performed installation and repair of street signs?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

7. For how long a period have you operated and maintained pumps and motors?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

8. For how long a period have you performed maintenance plumbing/pipe fitting?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

9. For how long a period have you performed concrete forming and finishing?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

10. For how long a period have you operated heavy equipment?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

11. For how long a period have you worked outside in inclement or hot weather?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

12. For how long a period have you performed putting out road safety devices such as cone signs, arrows boards, etc?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

13. For how long a period have you worked on traffic signals?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

14. For how long a period have you worked on street signs?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years

15. For how long a period have you operated a street sweeper?

	Never
	1-6 months
	7-12 months
	1-3 years
	More than 3 years