



# City of Camarillo

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

## Employment Opportunity

### LEAD PUBLIC WORKS MAINTENANCE WORKER HOURLY: \$26.45 – \$35.68

**Definition:** Leads, plans, trains, participates, tracks and reviews the work of staff responsible for performing a variety of maintenance, repair, and construction work on City signs, posts, pavement markings and raised pavement markers; ensures efficient, timely and safe completion of projects; participates in performing the work of the unit including coordinating and planning work schedules and job assignments; generates, categorizes, distributes, and completes work orders. Trains assigned employees in their areas of work including proper maintenance methods, procedures, and techniques. Supervises the use, care, and operation of assigned vehicles, equipment, and tools. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures. Oversees and participates in conducting traffic control when working in traffic areas of the City; installs street barricades, arrow boards, and cones prior to the performance of maintenance, sign installation, pavement marking or repair activities; maintains traffic control throughout work sites. Oversees and participates in transporting equipment and material to work sites; loads and unloads equipment and materials. Oversees and participates in performing a variety of inspection and maintenance duties related to traffic signs and pavement markings. Oversees and participates in removing graffiti within the City by various means including painting and pressure washing. Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints. Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required. Maintains records of operations, maintenance, and work performed; prepare reports on operations as necessary. Responds to emergency calls from the public and other agencies and takes appropriate action; investigates and/or responds to citizen requests and complaints and determines appropriate corrective action. Performs related duties as required.

**Education/Qualifications:** Equivalent to the completion of the twelfth grade. Three years of installation, maintenance and/or repair experience of street, landscape, and irrigation maintenance. Two years lead supervisory experience. Possession of a valid California Class A driver's license with tanker endorsement.

**Knowledge/Skills:** A qualified applicant must have working knowledge of principles of lead supervision and training. Practices and procedures of traffic law and traffic control. Knowledge and experience in the operations of a chain saw. Advanced materials, methods, terminology, tools and skills used in the maintenance and repair of traffic signage, posts, appropriate hardware, pavement markings, raised pavement marking, signage size, reflectivity, posts, ordinances and regulations relating to the operation of the unit and the assigned vehicles and equipment. Principles and practices of tracking and record keeping. Computer applications such as word processing, spreadsheets, and databases. Occupational hazards and standard safety practices. Ability to independently perform the most difficult maintenance, construction, and repair work in the area of work assigned. Interpret, explain, and enforce department policies and procedures. Ensure safety around work areas in high traffic. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions. Read maps, blue prints, and diagrams. Effectively analyze and respond to emergency situations. Resolve day-to-day questions/problems regarding materials, methods and procedures for completing assigned projects. Utilize public relations techniques responding to inquiries and complaints. Maintain records including time, work requests, and material used. Safely drive and skillfully operate heavy and light equipment; generators, chop saws, grinders, paint mixers, stencil trucks, paint rigs, stripers and hand tools involved in public works maintenance, repair, and construction. Conduct research and prepare clear, concise and comprehensive reports. Establish and maintain effective professional working relationships with staff, supervisors, and the public.

**Recruitment Schedule:** City application and supplemental questionnaire must be received by:

**5:00 P.M. FRIDAY, FEBRUARY 16, 2018**

**Application Procedure:** To be considered for this position, please submit City application and supplemental questionnaire to: Human Resources, City of Camarillo, 601 Carmen Drive, Camarillo, CA 93010 or send via email at [employment@cityofcamarillo.org](mailto:employment@cityofcamarillo.org)

The application and supplemental questionnaire is available for download at [www.cityofcamarillo.org](http://www.cityofcamarillo.org). To have an application mailed, please call (805) 383-5633 (leave message). We do not accept faxes or postmarks after the recruitment

has closed.

**Screening Process:** Applications and supplements will be screened and only those candidates best suited to the needs of the City will be invited to continue in the recruitment process. Post offer physical including drug testing, fingerprinting and credit check for some positions required. All applicants meeting the minimum qualifications are not guaranteed advancement through subsequent phases of the recruitment process. A job description is available upon request.

**City of Camarillo** The City of Camarillo, a community of 69,924 situated in a fertile agricultural plain near the coast of Southern California, blends rural and urban features into one unique and appealing lifestyle.

Incorporated in 1964, Camarillo has evolved into a thriving city that today is very much like its founders envisioned, dedicated to preserving its Spanish land grant heritage without sacrificing the economic growth that is vital to the city's continued existence.

The balanced approach to development and preservation is carefully maintained by the City's officials, who work closely with local businesses, residents and community leaders to ensure that the qualities which make Camarillo so attractive today are not overlooked in the competition for new development tomorrow.

We invite you to "Discover Camarillo" by exploring the pages of our web site and to see for yourself why we think Camarillo is a great place to live, work and play!

### **Employee Benefits**

- **Retirement** – All regular employees are enrolled in CalPERS. "Classic" members: 2% @ 55; City pays the employee contribution. "PEPRA" members: 2% @ 62; employee contributes 6.75% of salary.
- **Social Security** – The City does not participate in Social Security. Receiving a CalPERS benefit may affect your Social Security upon retirement. For further information contact a Social Security office or [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945).
- **Medicare** – Employees hired after April 1, 1986 are required to contribute 1.45% of earnings, with an equal amount paid by the City.
- **Defined Contribution** – The City contributes 7% of employee's gross salary to a 401a Plan.
- **Deferred Compensation** – Employees have the option to contribute to a 457 Plan up to the maximum allowed by law.
- **Health Insurance** – The City contributes \$133 per month towards a selection of plans. Health insurance is effective the first of the month after date of hire.
- **Flex Benefit/Cafeteria Plan** – \$1,319 monthly, which may be applied toward health insurance premiums. Unused money may be taken as cash, payable twice a month.
- **Dental/Vision Insurance** – City pays premium for employees and dependents. Dental/Vision insurance is effective the first of the month after date of hire.
- **Life Insurance** – City-paid term life insurance equal to the employee's annual salary, plus \$5,000, rounded up to next \$5,000 and dependent life insurance of \$2,000 per dependent, is provided.
- **Short/Long Term Disability** – City pays premium for employees. Eligibility period: 0 days for injury/hospitalization or 7 days for an illness.
- **Retirement Health Savings (RHS) Plan** – Specified employee groups are mandated to participate in the RHS Plan.
- **Holidays** – 11 days (88 hours) plus 3 floating holidays (24 hours) per year.
- **Management Leave** – Executive and mid-management exempt employees receive 32-80 hours per year.
- **Vacation** – Vacation is determined by number of years of service. (0-4 years = 80 hrs; 5-9 years = 120 hrs; 10-14 years = 160 hrs; 15+ years = 168-200 hrs). Employees are eligible to use vacation after 6 months of employment.
- **Sick Leave** – 96 hours per year.
- **Comprehensive Annual Leave (CAL)** – Sanitary District Only. Combined vacation, sick and floating holiday leaves. (0-4 yrs = 160 hrs; 5-9 yrs = 200 hrs; 10-14 yrs = 240 hrs; 15+ yrs = 248-288 hrs)

*Benefits listed may not reflect all benefits offered. Not all benefits apply to all positions. Regular, part-time employees receive pro-rated benefits. Additional information is available by contacting Human Resources.*

### **Equal Opportunity Employer**

The City of Camarillo is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition or disability.

Individuals with disabilities requiring reasonable accommodation in the recruitment process must inform the Human Resources Department in writing no later than the closing date.

The provisions of this flier do not constitute a contract, expressed or implied, and any provisions contained in this flier may be modified or revoked without notice.