

CITY OF LAWNDALE

Presenting an exciting Part-Time employment opportunity

MAINTENANCE WORKER I – GRAFFITI (PT)

OPEN: JANUARY 22, 2024

CLOSES: PLEASE APPLY IMMEDIATELY

ABOUT THE POSITION: Under direct supervision, performs a variety of unskilled, semi-skilled and skilled heavy and manual graffiti removal, street, grounds, landscape, and building maintenance work. This weekend position must work a flexible schedule, to include Saturday, Sunday, morning, evenings, and holidays.

EXAMPLE OF DUTIES: Essential duties include, but are not limited to: prepare surfaces for painting; applies paint, varnish, or other protective finishes to various surfaces; removes graffiti from City, public, private and commercial properties using appropriate solvents; paints, sandblasts, washes, and recovers affected areas; participates in community neighborhood clean-up activities; investigate complaints regarding graffiti removal; operates a pick-up truck or similar light equipment; operates hand, power and heavy equipment related to maintenance; clean-up work sites upon completion of jobs; assist with routine maintenance of parks, grounds, and recreation areas watering, weeding, planting, and trash pick-up; assist with the repair and maintenance of streets, curbs, gutters, driveways, sidewalks, and storm drains; assists with routine plumbing, electrical, and carpentry maintenance and repair; sets out cones, signs, barricades and flags at work sites for safety purposes and to secure from traffic; completes and maintain log of work performed and may prepare records to note facility conditions and equipment use; performs custodial duties at City facilities; lock and secure buildings; and performs other duties as assigned.

MINIMUM REQUIREMENTS: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be graduation from high school or its equivalent AND one (1) year graffiti removal, building or street maintenance work. Possession of and maintain a valid California Class C Driver's License and satisfactory driving record is required. A Certificate of Automobile Insurance for Personal Liability. Incumbents in this position are subject to enrollment in the California DMV Pull Notice Program.

Knowledge of: principal and practices of City administration and department functions; general public assessment of the City's roles, responsibilities, and commitment to its citizens; graffiti abatement concepts and techniques, graffiti removal equipment and supplies, and occupational hazards and safety guidelines; practices, procedures, materials and equipment of carpentry, electrical, plumbing, appliances, irrigation, street maintenance, painting, and custodial work; hand tools, vehicles, and heavy or light equipment; and safe work practices; principles and practices of personal computers and related software; and excellent customer service.

Ability to: Operate a vehicle and equipment safely; communicate effectively both orally and in writing; operate a PC and related software; organize various work tasks; remove graffiti on all types of surfaces; exercise appropriate judgement; generate and maintain accurate work records; understand maintenance activities and observe safety rules; assess and solve general maintenance problems; operate maintenance equipment and vehicles; maintain a valid California Class C Driver's license with DMV. On a continuous basis sit, drive, bend, twist, climb; frequently use hands to fingers, feet, grasp, reach with arms; talk and hear; close vision and ability to adjust focus; occasionally bend, squat, stoop, kneel, push, pull, and lift up to 55 lbs.; subject to frequent interruptions, public contact and moderate noise level in the work environment.

SELECTION PROCEDURE: Applications are being accepted immediately and subject to close without notice. Please apply immediately by submitting an official City Employment Application to the City of Lawndale's Administrative Services/ Human Resources Department. All application materials, to include employment application and resume will be screened and only the most qualified applicants, will be invited to participate in the selection process, which may include, but not limited to: application review and evaluation, interview, written and/or performance test. Prior to starting employment, all candidates will be required to pass a physical examination, which includes drug/alcohol testing, and a background investigation including fingerprinting. Candidates that require special accommodation due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. **EOE.**



MAINTENANCE WORKER- GRAFFITI
SALARY: \$23.12 - \$28.10 PER HOUR

CITY OF LAWNDALE

14717 Burin Avenue

Lawndale, CA 90260

(310) 973-3200

www.lawndalecity.org

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY!



ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single -family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 31,800.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES

An original City Employment Application and supplemental materials must be received by the Administrative Services/ Human Resources Department, 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date noted on the front side of this job flyer. Resumes are accepted but NOT in lieu of an official City Employment Application. **Incomplete, late or illegible applications will be disqualified and will not be accepted.**

Candidates should refer to Selection Procedures on the front of this flyer for the selection process. Candidates chosen to fill vacancies will be required to pass a physical examination (which may include a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire.

Employees hired by the City on a part-time appointment are considered “at will” and may be discharged by the appointing authority at any time with or without notice or cause. All part-time employees serve at the pleasure of the City Manager and are not guaranteed any work hours or property rights in employment with the City.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Human Resources Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public. **NOTE: The City of Lawndale and its employees are required to comply with any state or County Public Health Orders. If the position for which you are applying is subject to any applicable State or County Order, you will receive notification of any subsequent requirements.**

POSITION	STEP				
	A	B	C	D	E
Maintenance Worker – Part Time	\$23.12 hour	\$24.28 hour	\$25.49 hour	\$26.77 hour	\$28.10 hour

PART-TIME EMPLOYEE BENEFITS (May not apply to all positions):

- **RETIREMENT**– Retirement benefits are provided by Nationwide Retirement Solutions; Employee paid 7.5 % per pay period. Each part-time employee becomes a member upon hire.
- **CREDIT UNION** – Members have access to loans and low interest rates, and good savings programs.
- **HOLIDAY PAY** – Part-Time employees received holiday pay for working on Thanksgiving and Independence Day.
- **OPERATING HOURS** – City Hall’s hours of operation are Monday through Thursday from 7:00 a.m. to 6:00 p.m. Public Works Department operates Monday through Friday, evenings, weekends, and holidays.