

CITY OF LAWNSDALE



Full-Time Employment Opportunity

MAINTENANCE WORKER I

OPEN: APRIL 20, 2021

CLOSE: MAY 13, 2021

PLEASE READ THOROUGHLY PRIOR TO COMPLETING EMPLOYMENT

ABOUT THE POSITION: Under immediate supervision, perform a variety of unskilled, semi-skilled and skilled heavy and manual graffiti removal, street, grounds, landscape, and building maintenance work. The incumbent will be assigned to work a varying schedule of hours which may include: nights, early mornings, weekends, and holidays.

EXAMPLE OF DUTIES: Essential duties include, but are not limited to: perform general custodial work and minor maintenance tasks on City owned and leased facilities and equipment; sweep, mop, strip, wax, vacuum, shampoo and polish floors; vacuum, dust and polish woodwork, fixtures, and equipment; maintain, clean and sanitize windows, walls, mirrors, doors, wastebaskets, trash containers and lavatories; refill and restock dispensers and supplies; move, set up and take down tables, chairs and other furniture and equipment; lock and secure City buildings and facilities; load and unload supplies, material and equipment; water, mow, fertilize, weed, spray and remove trees, plants, shrubs, flowers and debris from parkways, alleys, streets and lawns; use chemical and/or cleaning agents in compliance with safety policies and procedures; perform preventative maintenance and minor repairs on assigned equipment; may operate a pick-up truck, skip loader, tractor and/or similar light equipment; paint, patch and repair a variety of surfaces; power wash, paint and remove graffiti from various locations and at various heights; clean, remove, maintain and repair park facilities and structures; document unsafe conditions; prepare and complete timesheets, vehicle mileage, gas pump readings, work orders and service requests; and other related duties as assigned.

SELECTION PROCEDURE

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Applications are being accepted immediately and subject to close without notice. Please apply immediately. All application materials, to include: employment application and resume will be screened and only the most qualified applicants, as reflected by their application materials, 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 exercise, etc. Candidates that require special accommodation due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained online by visiting the City's website at: www.lawndalecity.org or by contacting the City of Lawndale' Administrative Services Department at (310) 973-3200. **EOE.**

MINIMUM REQUIREMENTS

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Any combination of work 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 of building or street maintenance work. Specialized training in maintenance or a related field and computer skills is highly desirable. Possession of a valid California Class C Driver's License and Certificate of Automobile Insurance for Personal Liability is required. Possession of or ability to obtain a valid California Class B Driver's License is desirable.

KNOWLEDGE OF: Methods, practices, materials, tools and equipment relative to custodial work; semi-skilled maintenance and repair of buildings; safe and proper use of supplies, tools, chemicals and equipment required in cleaning, repair and maintenance of buildings, grounds and facilities; safety standards and work practices.

Ability to: Perform unskilled and semi-skilled maintenance work; follow maintenance and custodial safety rules, regulations and practices; clean and maintain buildings and facilities; use a variety of power and manual tools and equipment including: power washer, vacuum, mower, edger, weed eater, blower, drills, wrenches and paint spray gun; work independently; perform routine building maintenance tasks including carpentry, painting, plumbing, irrigation, heating, appliance, electrical and maintenance work; identify and solve maintenance problems and tasks; operate a computer and related software; perform simple mathematical calculations; maintain inventory of supplies and materials; communicate clearly and concisely, orally, and in writing; establish and maintain effective working relationships with those contacted in the course of work. On a continuous basis, walk and stand going in and out of buildings; intermittently bend, squat, climb, kneel and twist to perform maintenance activities; wear protective gear and work with chemical solutions, harsh, toxic substances; perform simple and power grasping, pushing, pulling, and fine manipulation; lift or carry 75 pounds or less; work indoors and outdoors in increment weather.

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 35,000.

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 50 full-time and part-time equivalent 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 located at 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 includes 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 chosen to fill a vacancy must serve a 12 month probationary period and can be released from service with or without cause during the probationary period.

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.

SALARY AND BENEFITS

POSITION	STEP				
	A	B	C	D	E
Maintenance Worker I	\$21.93 hr. \$3,800 mon. \$45,605 yr.	\$23.02 hr. \$3,991 mon. \$47,889 yr.	\$24.17 hr. \$4,190 mon. \$50,277 yr.	\$25.38 hr. \$4,400 mon. \$52,795 yr.	\$26.65 hr. \$4,619 mon. \$55,429 yr.

EMPLOYEE BENEFITS (May not apply to all positions):

- **RETIREMENT**– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees’ Pension Reform Act (PEPRA). The City offers 2% @55 formula for “classic members” and 2% @62 formula for “new members.” The City does not participate in Social Security.
- **BENEFITS** – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125; and a wellness reimbursement program (\$100 per fiscal year).
- **WORK SCHEDULE** – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.
- **LEAVES** – 6 paid Holidays plus varying number of Floating Holidays arising out of 4/10 plan provisions; 10 days of Vacation Leave; 8 - 10 hours per month of Sick Leave.
- **LIFE INSURANCE** – All full-time employees receive a life insurance policy.
- **LONG TERM DISABILITY** – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.
- **DEFERRED COMPENSATION** – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings into a savings account. The program is mandatory for all part-time employees in lieu of Social Security.
- **CREDIT UNION** – Members have access to loans and low interest rates and good savings programs.

