

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Max of 5 working days with pay per occurrence.

Health Insurance— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents. The City makes a major contribution; the employee funds the balance.

IRC Sec. 125 Plan—Eligible unreimbursed healthcare and dependent care savings accounts available to all eligible, full-time, regular employees.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan. The City makes a major contribution; the employee funds the balance.

Long Term Disability Insurance— Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

Retirement— Miscellaneous employees are members of the Public Employees' Retirement System and are covered under the 3% at age 60 formula (Classic Employees) and 2% at age 62 (New Employees) effective 1/01/13 per the California Public Employees' Pension Reform Act of 2013 (PEPRA). Employees are required to contribute 8% of their base salary toward retirement. The City funds the PERS-determined balance. The employee has the option of making the retirement contribution on a pre-tax (tax deferred) basis. (IRC 414h). **Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)**

Retirement Health Savings Plan

PROBATION: Except for promotional appointments (6 month probation), all employees in this classification must successfully complete a one year probationary period.

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions

requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

TESTING: If your application shows that you meet the established minimum requirements, you will be notified of the date, time and location of the examination(s) Written examination items are generally multiple choice and response are marked with a pencil on Scantron answer sheets. Oral examinations are conducted by a panel who interview candidates and evaluate their verbal responses to direct questions. An Employment List will be established on the basis of written, oral, and for some positions, performance examinations. Performance examinations are scored on a pass/fail basis; passing scores on the written and oral examinations are averaged to compute a Final Score. Modified Assessment Procedures may be conducted in addition to or in lieu of written/oral examinations. Successful candidates will be placed on the Employment List in rank order of Final Score without showing scores.

VETERAN'S PREFERENCE: Veteran's Preference will be allowed only on certain entry level examinations if the candidate passes both the written and oral portions, and only if the supporting documents are submitted prior to the oral examination. You may claim Veteran's Preference by submitting evidence of Honorable Discharge, that is, a DD214 or the equivalent.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

APPOINTMENT: As vacancies occur, a specified number of candidates will be certified in accordance with the Multiple Factor Certification procedure as set forth in *The Rules and Regulations of the Classified Service*. The names of certified candidates, interested in being considered for a vacancy, will be referred to the department in which the vacant position exists. The appointing authority makes the appointment. Generally, Employments Lists expire after two years from promulgation. An oath of allegiance to the United States and to the State of California must be taken before initial appointment to any position in the Classified Service.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract. cs 04/15



HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015

An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR
**DISTRIBUTION SYSTEM
MAINTENANCE WORKER
I/II**

(Civil Service, 40 hours/week)

Salary:
\$2114-2220-2331-2447-2570 biweekly
\$4580-4810-5050-5301-5568 monthly

Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)

FINAL FILING DATE:
Tuesday, January 22, 2019 OR upon receipt of the first 200 applications- whichever occurs first.

Written Exam: Tuesday, February 12, 2019	Oral Exam: TBA
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To apply online, visit www.calopps.org
Résumés are not accepted in lieu of a City of Daly City application.
Incomplete applications will not be accepted.

INFORMATION

DEFINITION

Under general supervision, performs preventative, corrective and emergency maintenance, construction and repair to distribution system facilities; handles public relations in the field; and performs other duties as assigned.

Distribution System Maintenance Worker I is the entry-level class and Distribution System Maintenance Worker II is the journey level class in the series. Incumbents in the Distribution System Maintenance Worker I class will progressively perform most of the duties required in the series but are 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. Work is usually supervised while in progress and fits an established pattern that has been explained in detail as they arise. Under the flexible staffing concept, Distribution System Maintenance Worker II positions that may become vacant may reasonably be filled at the Distribution System Maintenance Worker I or Utility Maintenance Worker level for training purposes.

Positions in the Distribution System Maintenance Worker II class are flexibly staffed and normally filled by advancement from the Distribution System Maintenance Worker I class, or when filled from the outside, require prior specific experience in building related and/or water/water-delivery-related construction and maintenance. Appointment to this class requires the employee to be performing substantially the full range of water/water-delivery-related construction and maintenance duties and to meet the qualification standards for the class. This class requires the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate the full range of tools and mechanical equipment related to water maintenance.

EXAMPLES OF DUTIES

Assists as a member of a crew or individually installs or repairs water lines, service connections, meter, valves, and other water infrastructure facilities; digs ditches and excavations using pneumatic, hydraulic and hand tools; back fills trenches and excavations; cuts, threads and assembles pipe; caulks water lines; makes new service connections installing meters and boxes and tapping main lines; installs, repairs, and replaces fire hydrants; drives a truck hauling workers and materials; may work swing or graveyard shift; responds to service requests; responds to emergency calls; keeps records of materials used or

performed; may assist in the testing and repair of water meters; operates compressor, air tools, tampers, backhoe, front loader and other related construction tools. Regularly prepares routine reports and logs including daily activity reports. May undertake minor carpentry, plumbing, cement work and electrical work.

MINIMUM QUALIFICATIONS

Knowledge of: Preventative maintenance, repair and record-keeping procedures of a typical water distribution system; methods and equipment used to install, repair and maintain water distribution infrastructure; occupational hazards, safety precautions and principles of accident prevention.

Ability to: Safely use hand and power tools; operate and service pumps, motors and other mechanical equipment; perform the more skilled tasks required in the field operation of a water distribution system; make arithmetic calculations involving fractions, decimals and percentages; use CRTs, PCs, and computer-based data systems; understand and follow oral and written instructions; demonstrate a high degree of mechanical aptitude; read maps; accurately mark locations of underground facilities; work in adverse weather conditions which require exposure to wind, rain and cold temperature; work in atmosphere which often involves noise, noxious odors, gases, contact with water and/or wastewater, and risk of bodily injury; maintain an appropriate public service demeanor and positive customer service interactions; report back to work to respond to after hour call backs and to report to duty during an emergency; adhere to Standby Duty Procedures; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Physical Capability to: Perform moderate, and sometimes strenuous, sustained manual labor; walk, climb, lift, crawl, stoop and bend to reach work; work safely in confined spaces; work outdoors in temperature extremes and inclement weather.

Experience:

Distribution System Maintenance Worker I, entry level: one (1) year, full-time, paid experience in construction, maintenance, or other semi-skilled, physical work.

Distribution System Maintenance Worker II: two (2) years of full-time, paid experience in construction or maintenance work in a water utility system or the plumbing trade.

Education:

- **Distribution System Maintenance Worker I, entry level; completion of the tenth grade.** Graduation from high school or the equivalent is desirable and required to advance to Level II in the classification series.
- Distribution System Maintenance Worker II: Graduation from high school or equivalent

License:

- **Possession of a valid, Class C, California Driver's License at the Distribution System Maintenance Worker I level.**
- To be appointed to the Distribution System Maintenance Worker II Level, individual must possess a valid Class B California Driver's License (including acceptable driving record) and a Water Distribution Operators License D1 issued by the Department of Health Services.

City of Daly City Prequalification Questionnaire for Distribution System Maintenance Worker I/II

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015

1) Do you possess a valid CLASS C California Driver's License?

- Yes
No

2) Have you completed the tenth grade?

- Yes
No

3) Do you have one (1) year of full time, paid experience in construction, maintenance, or other semi-skilled physical work?

- Yes
No

Signature:

Date: