

## 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.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

**Health Insurance**— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

**Dental Insurance**—Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

**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.

**IRC Sec. 125 Plan**—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

**Retirement**—Miscellaneous employees are members of the Public Employees' Retirement System and are covered under the 3% at age 60 formula (effective 7/2003). 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)

## 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.

**SELECTION:** A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

**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.

**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.**

HUMAN RESOURCES DEPARTMENT  
CITY OF DALY CITY  
295-89<sup>th</sup> 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

(Not Civil Service, 40 hours/week)

## PUBLIC WORKS MAINTENANCE SUPERVISOR (BUILDING MAINTENANCE)

Salary:

\$3563-3741-3928-4125-4331 biweekly  
\$7719-8105-8510-8937-9383 monthly

**FINAL FILING DATE:**

Friday, May 24, 2019

Interviews:  
TBA

Résumés are not accepted in lieu of a  
City of Daly City application.

To apply online, visit:

[www.calopps.org](http://www.calopps.org)

# INFORMATION

## POSITION INFORMATION

The Daly City Public Works Maintenance Supervisor position is a general classification title for all maintenance and operations subdivisions of the Public Works Maintenance Division. The current vacancy is within the Building Maintenance Section of the Public Works Maintenance Division. Applicants with prior knowledge of building maintenance, repairs and construction, and maintenance and repair of playground equipment are highly desired. Candidates with significant experience and demonstrated ability in related Public Works maintenance operations and supervision will also be considered.

## DEFINITION

Under general direction from the Public Works Superintendent, plans, directs and supervises the work of assigned personnel within the **Building Maintenance**, Street Maintenance, or Motor Vehicle (Fleet) subdivisions within the Maintenance Division of the Public Works Department; and performs related duties as required.

## EXAMPLES OF DUTIES

Prepares the detailed planning, scheduling and organization of the work of assigned personnel; checks work of assigned personnel to see that work is done properly and expeditiously; confers with Public Works Superintendent on significant planned activity or deviations; prepares cost estimates as required; assists in the preparation of annual budgets, including capital improvements; assists in projecting personnel, equipment, and material needs; opens and completes work orders; maintains records concerning installations, repairs, and the condition of the buildings, infrastructure and utility systems, or vehicles being maintained; makes recommendations for improvements, additions, alterations and repairs and may arrange for and inspect work performed by outside contractors; prepares employee performance evaluations, counsels employees, recommends disciplinary actions and commendations; conducts effective training on equipment operation, care, cleaning and maintenance; and general safety and work site safety; advises on safety precautions and instructs

personnel in the technical aspects of work performed; responds to inquiries and complaints pertaining to the work of the Divisions as directed.

## MINIMUM QUALIFICATIONS

**Knowledge of:** Practical aspects of supervisory principles and practices including effectively maintaining a work environment that is free of discrimination and harassment; elements of work scheduling; labor and material cost estimating for construction projects; basic recordkeeping and budget procedures; standard safety procedures, including working practices and safety orders of the California Division of Industrial Safety pertinent to utility construction and maintenance; methods, tools, materials, and types and functions of equipment used; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; applicable Federal, State and local laws, codes and regulations.

**Ability to:** Supervise, schedule, train, and direct the work of personnel assigned; follow oral and written directions; prepare clear and accurate reports; prepare and maintain records; read and interpret plans and specifications; maintain inventory control, be available in an emergency for night and weekend work; operate and maintain all types of specialized equipment used in the maintenance of public buildings and infrastructure streets, and motor vehicles; perform skilled and semi-skilled tasks; organize and direct building, street, and motor vehicle maintenance projects; establish and maintain preventative maintenance programs; analyze situations effectively and develop appropriate solutions to correct problem areas, communicate with various personnel, including personnel from other City Departments, city residents, engineering consultants and industry representatives, communicate clearly and concisely with contacts both verbally and in writing, as needed, to perform one's assignments, interact positively and cooperatively with co-workers, respond politely to customers, work as a team member, function under demanding time pressures, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Five years of increasingly responsible experience in performing semi-skilled work in the maintenance of buildings and infrastructure, streets, or motor vehicles, or other public works projects, at least two years of which was served in a supervisory capacity.

**Education:** Graduation from high school or equivalent. Associate of Arts Degree or higher in related field highly desirable.

**Physical Requirements:** Moderate and sometimes strenuous exertion required, including sustained walking, standing, bending, kneeling, crawling, climbing, and lifting. Works in adverse weather conditions from time to time. May be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold when in the field, and may be required to sit for long periods of time using a keyboard and mouse.

**License:** Possession of valid California Class C Driver's License, (including acceptable driving record).

## FILING INSTRUCTIONS:

### **City of Daly City Prequalification Questionnaire for Public Works Maintenance Supervisor**

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,  
295 – 89<sup>th</sup> Street, Suite 105,  
Daly City, CA 94015  
OR apply online at:  
[www.calopps.org](http://www.calopps.org)

1) Do you have a high school diploma or equivalent?

Yes   
No

2) Do you have five years of increasingly responsible experience in performing semi-skilled work in the maintenance streets, buildings/infrastructure, motor vehicles or other public works projects?

Yes   
No

3) Do you have at least two years of experience in a supervisory capacity?

Yes   
No

4) Do you possess a valid Class C California Driver's License (including acceptable driving record)?

Yes   
No

Signature

Date

## Supplemental Questions

Please respond to the following questions and attach to your application:

- The current open position is in the Building Maintenance Section of the Public Works Maintenance Division. Describe the experience and training you have managing a building maintenance operation.
- Describe your experience in managing building repair and/or improvement projects. Be specific in your answer, citing the types of projects and your specific role.
- Describe your experience in supervising, training and evaluating personnel.
- The importance of technology has become more and more prevalent in the Building Maintenance Management profession. Please tell us what software you have used and what were the positive and negative effects realized by your organization?