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.

Sick Leave—Allotted and credited and accrued at the rate of one day per month.

Sick 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 Cigna 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 Cigna 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 7/2/2003). Employees are required to contribute 8% of their base salary toward retirement. The City funds the PERS and the participating group plans maintain detailed records of each employee’s contributions and benefits.

35.107 of the Department of Justice regulations. Information concerning the provisions of the ADA is 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 on calopps.org or 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.

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 504 of the Rehabilitation Act, 29 U.S.C. 794, and the Americans with Disabilities Act, 42 U.S.C. 12101 et seq.

THE CITY OF DALY CITY

INVITES APPLICATIONS FOR

PUBLIC WORKS
MAINTENANCE SUPERVISOR
(BUILDING MAINTENANCE)

Salary: $3595-3775-3964-4162-4370 biweekly
$7789-8179-8588-9017-9468 monthly

FINAL FILING DATE: Friday, January 17, 2020

Interviews: TBA

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

To apply online, visit: www.calopps.org
**FILING INSTRUCTIONS:**

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 to the City of Daly City will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to: Human Resources Department, 295 – 89th Street, Suite 105, Daly City, CA 94015 OR apply online at: 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 of buildings, infrastructure, streets, or motor vehicles?  
   - Yes □  
   - No □

3) Do you have at least two years of experience in a supervisory capacity?  
   - Yes □  
   - No □

**Supplemental Questions**

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

- Describe the experience, training, and skills you possess that qualify you for the Public Works Maintenance Supervisor position. Please highlight any experience you have with supervising or providing work direction to maintenance personnel.
- Describe your experience implementing and managing construction projects. Be specific in your answer, citing the type of projects and your specific role.
- Describe your experience using a computerized maintenance management system (CMMS).