

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

PLANT & EQUIPMENT MAINTENANCE ELECTRICIAN

(Civil Service, 40 hours/week)

Salary:

\$3493-3667-3851-4043-4245 biweekly

\$7568-7945-8343-8759-9197 monthly

Up to 16% Maximum for Certification Pay

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

**FINAL FILING DATE
EXTENDED:**

Friday, February 22, 2019

Written Exam:
Tuesday, March 5, 2019

Oral Exam:
TBA

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 supervision, performs electrical, preventive and corrective maintenance, modifications of existing equipment and the installation of new electrical equipment used within the wastewater treatment plant, the wastewater lift stations and the potable water pump stations and equipment; on 24-hour emergency call for electrical repairs; and performs other duties as assigned.

EXAMPLES OF DUTIES

Installs, repairs, maintains or replaces electrical equipment including but not limited to, motor control centers, generators, switchgear panels, variable frequency drives, pump controllers, large distribution breakers, motors of various sizes and voltages, ground fault systems, magnetic and solid state starters, building lighting and power, HVAC equipment, reduced voltage transformers, SCADA control systems, fused disconnects, and various size and types of lighting. Shall review plans and specifications, may inspect electrical components to be installed during new construction, equipment replacement or modification. Shall maintain equipment records on the computerized maintenance system and update drawings as required.

MINIMUM QUALIFICATIONS

Knowledge of: Electrical tools including but not limited to, basic hand and power tools, electric cable puller (mule), conduit benders (both hand and hydraulic), MEGGER, phase rotation meter, VOM meter, hydraulic knock-out tool, hand and power threading equipment, accepted safety practices and standards related to both personnel practices and proper handling and installation of equipment and systems. National Electrical Code; installation, operation and maintenance of motor control centers, power generation equipment, pumping control equipment with all types of motors.

Ability to: Read and interpret electrical diagrams, plans and electrical codes. Instruct others in preventive maintenance and corrective maintenance of electrical equipment and of safe work practices. Work independently and with non-skilled electrical personnel. 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 Requirements: Moderate and sometimes strenuous exertion required including crawling, stair

climbing, lifting, carrying and/or handling up to 50 pounds for 30 minutes. Work in confined areas and wear protective garments. May work in conditions which require exposure to noise, noxious odors, gases and contact with wastewater.

Experience: Four years of journey-level electrical trade experience involving work performed in conformance with standard codes and both single and three phase equipment. Experience with water or wastewater utility systems desirable.

Education: Graduation from high school, or equivalent. Continuing education in related subjects is desirable.

License: Possession of a valid Class C California Driver's License.

City of Daly City Prequalification Questionnaire for

Plant & Equipment Maintenance Electrician

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 (including acceptable driving record)?

Yes
No

2) Do you possess a high school diploma, or the equivalent?

Yes
No

3) Do you have four (4) years of journey-level electrical trade experience involving work performed in conformance with standard codes and both single and three phase equipment?

Yes
No

Signature:

Date: