



# Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

## *Maintenance Worker I/II (Water & Sewer Division)*

### SALARY RANGE:

Maintenance Worker I: \$34,972 - \$42,509

Maintenance Worker II: \$38,556 – \$46,866

*4-Day Work Week, Every Friday Off*

Annual salary based on a **36-hour work week** (see hours below)

Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS in lieu of the Social Security system.

**City of La Verne application must be submitted by 5 p.m, Thursday, August 1, 2019**

The City of La Verne invites motivated individuals to apply for an entry-level position in the Water division of the Public Works Department. This position offers competitive benefits, a 4-day, 36-hour workweek with 3-day weekends, and opportunities for growth and advancement.

### THE POSITION

**Duties:** Duties may include, but are not limited to: install, maintain, and repair large and small water and sewer services; clean and flush water mains and sewer lines; operate trucks and construction equipment and vehicles; pour and finish concrete; maintain service records; and perform other duties as required.

**Hours:** Four (4) day workweek with 9-hour shifts; normal schedule is Monday through Thursday, 6:30 a.m. until 4 p.m. (closed Fridays).

**Promotional Opportunities:** Career advancement opportunities may include promotion to Maintenance Worker II, Maintenance Worker III, Leadworker, Supervisor, and higher level technical positions. Additional pay is provided for certificates for job-related courses and programs.



## BENEFITS

- Competitive contribution toward group medical coverage and dental plan
- 4-day, 36-hour workweek; Monday-Thursday
- Ability to qualify for education, certificate, and exceptional performance bonuses
- New CalPERS members Formula 2% @ 62
- City-paid life insurance benefit
- 2.4 to 4.6 weeks of vacation per year depending on years of service
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long-term disability plan
- \$1,500 tuition reimbursement for job related courses



## DESIRABLE QUALIFICATIONS

**Education:** Equivalent to completion of the 12<sup>th</sup> grade supplemented by specialized training in a related field.

**Experience:** Maintenance Worker I requires one (1) year of paid, full-time construction or maintenance work in a related field (i.e., utility service, pipeline experience is preferred). Maintenance Worker II requires two (2) years of experience performing water and sewer construction and maintenance work.

**Knowledge of:** Methods, materials, tools, and equipment used in the construction and maintenance industries. Safe work practices.

**Ability to:** Respond and work under call-back emergency conditions sometimes in severe weather; perform a wide range of physically strenuous construction and maintenance tasks; understand and follow written and verbal instructions; keep routine maintenance and service records; relate with coworkers and the public in a tactful, courteous manner.

**License:** For both positions, a valid California driver's license is required. Maintenance Worker I: A California Department of Health Services Grade D2 Water Distribution Certificate is desirable, and any applicant hired without a D2 must earn it prior to completion of the 12-month probationary period. A Commercial Driver's License is desirable. Maintenance Worker II: Applicants must possess a minimum of a D2 Certificate. A Commercial Driver's License must be obtained upon completion of the 12-month probationary period.

**Residency Requirement:** The City may require employees assigned to the Water/Sewer Division to reside within a twenty (20) minute safe driving distance of the La Verne City limits for emergency responses.

**Physical Activities/Requirements:** Physical activities may include, but are not limited to, the following: see well enough to read blueprints and standard test; hear and speak well enough to converse in person, over the radio, and on the telephone and be understood; stoop, bend, reach to pick up material, crawl into confined spaces, traverse rough terrain, climb into and out of trenches and climb ladders up to 25 feet high to inspect work; use arms, hands, and fingers to write, draw diagrams, operate personal computer, use hand tools; perform overhead tasks using hand tools; lift and carry up to 100 pounds; have the stamina to work in severe weather during a regular work schedule and beyond in the event of emergencies.

## SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in the selection process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate.

As part of the background check prior to employment, an employee must obtain at his/her own expense, a copy of his/her driving history from the State Department of Motor Vehicles (DMV). Only original copies of the employee's driving history will be accepted.

Prior to hire, successful candidates will also be required to undergo a medical examination (including drug screen).

**Appointments are subject to a 12-month probationary period.**

## APPLICATION PROCESS

**A City of La Verne Application must be filed with the City of La Verne Personnel Department.**

Applicants may complete a paper application form (available at City Hall, 3660 D Street, La Verne) or complete the City of La Verne application form bundled with the PDF for this job announcement, available on the City of La Verne website at [www.cityoflaverne.org](http://www.cityoflaverne.org).

Due to browser compatibility issues, save the PDF application to desktop before filling it in. Save completed application before e-mailing as attachment to [hr@cityoflaverne.org](mailto:hr@cityoflaverne.org). E-mailed applications will receive a confirmation of receipt.

**FILING DEADLINE: 5 p.m, Thursday, August 1, 2019.** Postmarks will not be accepted.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract.

Any provision contained in this bulletin may be modified or revoked without further notice.



**PERSONNEL OFFICE (909) 596-8726**  
**Website: [www.cityoflaverne.org](http://www.cityoflaverne.org)**  
**Equal Opportunity Employer**



# CITY OF LA VERNE

## APPLICATION FOR EMPLOYMENT – **Non-sworn**

Personnel Office  
3660 D STREET • LA VERNE, CALIFORNIA 91750-3599  
AN EQUAL EMPLOYMENT OPPORTUNITY

APPLICATION FOR POSITION OF: \_\_\_\_\_

### GENERAL BACKGROUND INFORMATION

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

\_\_\_\_\_ CITY STATE ZIP CODE

EMAIL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_  
AREA CODE

CELL PHONE: \_\_\_\_\_  
AREA CODE

SOCIAL SECURITY NUMBER: \_\_\_\_\_ **THIS SECTION NOT FOR**  
**ELECTRONIC SUBMISSION**  
 DRIVER'S LICENSE NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

PLEASE LIST ANY OTHER NAMES YOU HAVE USED FOR WORK OR EDUCATION RECORDS:

\_\_\_\_\_

IN AN EMERGENCY, NOTIFY: \_\_\_\_\_  
NAME

\_\_\_\_\_ ADDRESS CITY STATE ZIP CODE TELEPHONE

IF "YES" TO ANY OF THE FOLLOWING QUESTIONS (A THROUGH D), PLEASE EXPLAIN UNDER "REMARKS" BELOW.

- a. HAVE YOU EVER BEEN FIRED OR FORCED TO RESIGN FROM A POSITION? YES  NO
- b. DO YOU HAVE ANY PHYSICAL OR MENTAL CONDITION OR HANDICAP WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB APPLIED FOR? IF YES WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION? YES  NO
- c. HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF LA VERNE? YES  NO
- d. ARE ANY OF YOUR RELATIVES EMPLOYED BY THE CITY OF LA VERNE? YES  NO

A "YES" ANSWER TO ANY OF THE ABOVE QUESTIONS WILL NOT AUTOMATICALLY DISQUALIFY THIS APPLICATION FROM FURTHER CONSIDERATION. FALSE ANSWERS MAY BE CAUSE OF DISQUALIFICATION OR DISMISSAL.

### REMARKS

- e. ARE YOU OVER 18 YEARS OF AGE? YES  NO
- g. DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH, FLUENTLY? YES  NO   
 IF SO, PLEASE SPECIFY: \_\_\_\_\_
- h. WHAT WRITTEN PROOF OF LEGAL RESIDENCE CAN YOU SUBMIT TO SHOW THAT YOU ARE ENTITLED TO WORK IN THE UNITED STATES? (e.g., birth certificate, certificate of naturalization, U. S. passport, work visa, resident alien card, or social security card **PLUS** driver's license.) \_\_\_\_\_

### EDUCATION

ARE YOU A HIGH SCHOOL GRADUATE? IF NOT, DO YOU POSSESS A GED OR HIGH SCHOOL EQUIVALENCY?  
 YES  NO  YES  NO

HIGHEST GRADE COMPLETED:

NAMES, LOCATIONS & DATES OF ALL COLLEGES AND UNIVERSITIES ATTENDED:	FULL OR PART TIME:	NO. OF UNITS EARNED:	MAJOR SUBJECT:	DEGREE OR CERTIFICATE:

**EMPLOYMENT HISTORY**

LIST ALL JOBS YOU HAVE HELD WITHIN THE LAST TEN YEARS. START WITH YOUR PRESENT OR MOST RECENT POSITION. IF ADDITIONAL SPACE IS NEEDED, SUBMIT AN ADDITIONAL DOCUMENT. **THIS SECTION MUST BE FULLY COMPLETED.**

FROM (MO/YR)	COMPANY NAME	PHONE
TO (MO/YR)	COMPANY ADDRESS	NAME & TITLE OF SUPERVISOR
HOURS WORKED/WEEK	TITLE OF POSITION	
REASON FOR LEAVING		
DESCRIPTION OF DUTIES		
FROM (MO/YR)	COMPANY NAME	PHONE
TO (MO/YR)	COMPANY ADDRESS	NAME & TITLE OF SUPERVISOR
HOURS WORKED/WEEK	TITLE OF POSITION	
REASON FOR LEAVING		
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FROM (MO/YR)	COMPANY NAME	PHONE
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REASON FOR LEAVING		
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FROM (MO/YR)	COMPANY NAME	PHONE
TO (MO/YR)	COMPANY ADDRESS	NAME & TITLE OF SUPERVISOR
HOURS WORKED/WEEK	TITLE OF POSITION	
REASON FOR LEAVING		
DESCRIPTION OF DUTIES		

**REMARKS**

PROVIDE THE FOLLOWING REQUESTED INFORMATION ON AT LEAST TWO RELIABLE PERSONS, OTHER THAN RELATIVES, WHO ARE SUFFICIENTLY FAMILIAR WITH YOUR QUALIFICATIONS AND CHARACTER TO FURNISH DEFINITE INFORMATION ABOUT YOU.

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

TELEPHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

TELEPHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

**SELF-CERTIFICATION OF SKILLS**

PLEASE LIST ANY EQUIPMENT, SOFTWARE, MECHANICAL AIDS (RELEVANT TO YOUR POSITION) YOU HAVE USED AND LEVEL OF PROFICIENCY (e.g. WPM):

**CERTIFICATE OF APPLICANT**

"I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE CITY OF LA VERNE TO MAKE INVESTIGATIONS AND INQUIRIES THAT ARE LIMITED TO THE REQUIREMENTS FOR THIS POSITION, OF MY EMPLOYMENT, FINANCIAL AND MEDICAL HISTORY AND OTHER RELATED MATTERS, AS THEY RELATE TO THE REQUIREMENTS OF THE POSITION FOR WHICH I AM APPLYING. IN ARRIVING AT AN EMPLOYMENT DECISION, I HEREBY RELEASE EMPLOYERS, SCHOOLS OR PERSONS FROM ANY LIABILITY IN RESPONDING TO INQUIRIES IN CONNECTION WITH MY APPLICATION. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR ANY STEP IN THE EMPLOYMENT SELECTION PROCESS WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL. I FURTHER UNDERSTAND THAT AN APPOINTMENT TO THIS POSITION IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A PHYSICAL EXAMINATION AND BACKGROUND CHECK. I UNDERSTAND ALSO THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE CITY OF LA VERNE." I UNDERSTAND THAT IF DURING THE RECRUITMENT PROCESS ANY CHANGES OCCUR IN THE INFORMATION PROVIDED, I MUST NOTIFY THE CITY.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_