

**HUMAN RESOURCES DEPARTMENT
9770 CULVER BLVD.
CULVER CITY, CA 90232 ' 310-253-5651
MAINTENANCE WORKER II / RPT
Parks Division (Job Code #1399)
\$3,397 - \$3,754 Monthly
THE CITY OF CULVER CITY**

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$133 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.

HOW TO APPLY

Applications will only be accepted Monday, January 30, 2012 through Wednesday, February 1, 2012 from 8:30 a.m. to 5:00 p.m.

A complete application, including copies or relevant degrees and/or certificates must be submitted for consideration to the Human Resources Department. Applicants may download a City application at: www.culvercityorg/jobs or obtain an application in person from the Human Resources Department at the address above. Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.

THE POSITION

Performs Parks maintenance such as mowing, edging, trimming, raking and weeding. Cleans and maintains Parks picnic and play areas and stocks restrooms. Conducts graffiti removal with use of chemicals. Operates a variety of equipment and hand tools such as pole pruners, axes, cultivators, hoes, leaf blowers, hedge trimmers, power drills and skill saws, Riding Mower, tractor, etc. Repairs playground equipment, wood decking, fencing, and drinking fountains, tree planting and staking. Seals cracks in asphalt pavement by cleaning the cracks of foreign matter with an air compressor, filling the cracks with an asphalt compound and covering the asphalt compound with sand. Hauls the asphalt compound to the job site using a dump truck. Breaks out and replaces concrete sidewalks using a concrete saw, pavement breaker, wooden forms, and hand tools to tamp, rod, and finish the surface. Performs routine maintenance and care of maintenance and construction equipment. Performs a daily operation check of equipment. Removes and replaces sidewalks and gutters. Performs other related duties.

MINIMUM REQUIREMENTS

One year of experience in maintenance and construction work including some semi-skilled assignments and the ability to perform heavy, physically demanding work for lengthy and continuous periods of time.

LICENSE AND CERTIFICATES

Possession of valid California Class "C" driver license required at time of examination.

GENEROUS BENEFITS

Culver City provides a generous benefit package, which includes:

- 2% at 60 CalPERS retirement plan (Public Employees Retirement System)
- Health benefits for City employees and eligible dependents include: choice of six (6) medical plans and three (3) dental plans, and City paid vision and life insurance.
- Voluntary 457 deferred compensation plan; City contributes \$26 per month on behalf of employees that contribute a minimum of \$12 per pay period.
- Leave benefits include: City paid holidays, floating holidays, sick leave and vacation.

* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.

EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components in order to be placed on the eligible list.

COMPONENT

- **Written Test:** To determine knowledge of maintenance.
(Tentatively scheduled for March 1, 2012)
- **Performance Test:** To measure ability to perform semi-skilled tasks.
(Tentatively scheduled for March 21, 2012)
- **Oral Appraisal Interview:** To evaluate training, experience and personal qualifications.
(Tentatively scheduled for March 21, 2012)

WEIGHT

30%
40%
30%

THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a "charter" city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:30 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies.

VETERAN'S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran's preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran's preference. (Veteran's preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:

These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: www.culvercity.org

DEFERRED COMPENSATION: Employees may voluntarily contribute to a city sponsored deferred compensation plan.

HEALTH BENEFITS: Choice of health, vision and life plans are available for employees and dependants. Some employee contribution may be required.

HOLIDAYS: 13 paid holidays per year for most classifications.

VACATION: 80 hours per year after one year of service. Increases in vacation accrual occur after 4, 14, and 19 years of service.

SICK LEAVE: 96 hours per year.

UNIFORMS Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.

CREDIT UNION AVAILABLE