

City of St. Helena, California
Employment Opportunity
Internal Recruitment

Maintenance Lead Worker-Water Distribution

Salary Range: \$53,654 - \$65,217 annually
(\$4,471—\$5,435 monthly) plus benefits



ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline: October 25, 2016 at 5:00 pm.

The City of St. Helena has an exciting opportunity to fill a position in the Public Works Water Distribution Department. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

Distinguishing Characteristics: The [Lead Maintenance Worker—Water Distribution](#) is the advanced journey level and lead class in the Public Works Maintenance series in which incumbents are expected to independently perform the more complex duties assigned to the Maintenance Worker series. Incumbents perform skilled work in maintenance and construction tasks. This classification is distinguished from the next higher classification of Chief Water Distribution Operator, which provides overall supervision to an operational unit within the Public Works maintenance program. .

The [Lead Maintenance Worker—Water Distribution](#) receives direction from the Chief Water Distribution Operator. Exercises direct and indirect supervision over assigned staff.

Examples of Duties: (include but are not limited to the following)

- ◆ Performs installation, maintenance and repair of the City's water distribution system
- ◆ Digs, shovels, hauls, loads and unloads materials, operates jackhammers, asphalt and concrete saws, pipe threaders, cement mixers, and other hand and power tools
- ◆ Inspects for and repairs leaks in meters and lines; operates pipe and leak detecting equipment
- ◆ Notifies customers of problems or disruptions of water service; Monitors underground service alert (USA's) and marks when necessary; Checks pump stations and records flows; Flushes and flow tests hydrants
- ◆ Reads meters on an assigned route and records readings; Re-reads meters as necessary and investigates unusual readings and customer complaints
- ◆ Identifies and replaces faulty water meters when required
- ◆ Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties
- ◆ Evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project
- ◆ Acquires necessary resources as is appropriate
- ◆ Assists in the development of budgets in the areas of assignment
- ◆ Assists in the development of work plans, procedures and schedules
- ◆ Performs cement work, installation of bricks and pavers, minor carpentry, tree trimming and traffic control; operates trucks and other maintenance and construction equipment; maintains and cleans assigned vehicles and equipment; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; responds to after hours call-outs as assigned.
- ◆ Supervises the operation and maintenance of construction and maintenance equipment and/or machinery; provides training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to higher level staff.
- ◆ Responds to the more difficult questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- ◆ Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; assists in the development of budgets in the areas of assignment; assists in the

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

development of work plans, procedures and schedules.

- ◆ Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

Ability to:

- ◆ Lead and perform maintenance, repair and installation of asphalt, signs, lighting, concrete and storm drains
- ◆ Operate a variety of tools and equipment used in maintenance and construction
- ◆ Operate hand and power tools competently and safely; perform heavy manual labor
- ◆ Respond to after hours call-outs as assigned; reside within a thirty minute response time of the downtown City area within three months of employment
- ◆ Interpret, explain and apply applicable laws, codes and regulations
- ◆ Work independently and as part of a team
- ◆ Make sound decisions within established guidelines
- ◆ Follow written and oral directions
- ◆ Observe safety principles and work in a safe manner
- ◆ Communicate clearly and concisely, both orally and in writing
- ◆ Establish and maintain effective working relationships

Requirements:

- ◆ Respond to emergency situations outside of normal working hours.
- ◆ Ability to work weekends.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Maintenance Lead Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in construction and maintenance of streets, water distribution, parks or buildings and grounds equivalent to that of a Maintenance Worker II with the City of St. Helena, and a high school diploma or equivalent .

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license, and possession of, or ability to obtain a City Tree Worker certification. Possession of a class B California driver's license may be required for some positions.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Contact:

City of St. Helena Human Resources Department
1480 Main Street, St. Helena CA 94574
Telephone: (707) 968-2649 | www.cityofsthelena.org

Application and Selection Procedure:

To apply for this position please submit the following documents and forms to Mandy Kellogg at mkellogg@cityofsthelena.org or by mail to 1480 Main Street, St. Helena, CA 94574 by **October 25, 2016, 5:00 PM:**

- ◆ Detailed resume
- ◆ City application form

All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems. Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

Benefits:

- ◆ CalPERS defined benefit retirement: 2% at 60 formula for current members; 2.0% at 62 for new members. The employee is responsible for payment of the employee share of the pension cost. *City employees also participate in the Social Security system.
- ◆ City-paid health, dental and vision insurance coverage for employee and dependents.
- ◆ Vacation accrues at varying rates for full-time employees. The beginning accrual rate is generally ten working days per year, increasing with tenure.
- ◆ Twelve holidays annually.
- ◆ Two personal convenience days per year (increases to five day after five years).
- ◆ Sick leave (twelve days per year).
- ◆ Life Insurance.
- ◆ Deferred Compensation Plan.
- ◆ Dependent Care program.
- ◆ Employee Assistance program.
- ◆ Bereavement Pay - 3 days in state/5 days out of state
- ◆ Longevity Pay and Bilingual Pay

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities.