



CITY OF SAUSALITO

420 Litho Street, SausalitoCA94965
Attn:Human Resources
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WASTEWATER COLLECTION SYSTEM MAINTENANCE WORKER – TRAINEE/GRADE I/GRADE II (\$3,588- \$5,745/month DOQ)

**One Full-time Position in the Public Works Department
Application Deadline:Friday, March 11, 2016by 5:00 p.m.**

JOB DUTIES:

THE WASTEWATER COLLECTION SYSTEM MAINTENANCE WORKER – TRAINEE -- GRADE II: These are the non-supervisory-level positions of the Wastewater Collection System Maintenance class series. Employees in these positions are distinguished from the Wastewater Collection System Maintenance Worker III and Sanitary Sewer Systems Coordinator positions in that the Wastewater Collection System Maintenance Worker generally works under supervision and may perform a broad range of less technically complex tasks depending upon experience and qualifications.

Appointments will be based on experience and overall qualifications.

TYPICAL DUTIES FOR THE POSITION INCLUDE:

Depending upon assignment, duties may include, but are not limited to, the following:

- Removal of blockages and obstructions from sewers
- Laying and repairing sewer pipe
- Perform heavy manual labor
- Entering and working in confined space areas following strict safety precautions
- Driving pickup trucks, dump trucks, hydroflushers, rodders, and other City vehicles
- Setup and operation of City equipment, tools and machines, both power and manual, utilized in the inspection, maintenance and repair of the City's wastewater collection system and related appurtenances
- Performing a variety of routine grounds maintenance and building cleaning, including cleaning and disinfecting houses affected by sewage
- Cutting and breaking concrete and asphalt surfaces using an air compressor and related tools
- Using shoring equipment in accordance with all regulations
- Setting barricades and warning signs and performing flagging operations for traffic control and safety
- Utilizing proper safety precautions and following established procedures related to all work performed
- Evaluating problems and recommending solutions
- Maintain accurate records/journals of maintenance and repairs
- Perform standby, emergency duty, on-call, and overtime work which may include evenings, weekends, and holidays

QUALIFICATIONS:

Ability to:

- Communicate effectively and clearly with those contacted in the course of work
- Maintain accurate and neat work records, and prepare clear and concise reports
- Recognize and deal with hazards encountered in the course of work
- Troubleshoot equipment and facility malfunctions and problems
- Work evenings, weekends, holidays and standby as assigned

REQUIREMENTS:

Any combination of equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying:

Experience: Minimum of one year of experience in wastewater collection system or equivalent maintenance.

Education: Equivalent to completion of the twelfth grade.

- Must possess a valid Class "A" or Class "B" California Commercial Motor Vehicle Operator's license (Trainee must obtain a Class "B" license within one year of employment.)
- Must maintain insurability under the City's vehicle liability insurance coverage
- A valid Grade I Collection System Maintenance Certificate issued by the California Water Environment Association (Trainee is expected to acquire this certificate within one year of hire and will advance to Grade I at that time.)
- A strong work ethic and sound organization skills

SPECIAL REQUIREMENTS:

Ability to work in a standard office environment as well as sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, lift 50lbs, and distinguish color. Exposure to water, cold, heat, extreme noise, outdoors, confined work space, electrical hazards, vibrations, chemicals, dust, sewage, mechanical hazards, pollens and explosive materials.

THE COMMUNITY: Sausalito is a beautiful San Francisco Bay-front city of 7,400 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year round population. The community has been geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, harbors and waterfront, and a maritime-oriented office/industrial district. The blend of historical buildings, wooded hillsides, sweeping bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty. Residents are community-oriented and very supportive of City staff.

CITY GOVERNMENT: Sausalito is a General Law city incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services that includes Administration, Finance, Police, Public Works, Parks and Recreation, Community

Development and a Public Library. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

THE PUBLIC WORKS DEPARTMENT:The Director of Public Works heads up a staff that includes: Maintenance Division Manager, Maintenance Supervisor, Senior Civil Engineer, Assistant Civil Engineer, Sanitary Sewer System Coordinator, 2 Wastewater Maintenance Workers, 4 Maintenance Workers, 3 Landscape Maintenance Workers, Fleet Maintenance Coordinator, 2 Custodians and an Administrative Aide.

BENEFITS:

Cafeteria Benefit Plan:City contributes to a Cafeteria Benefit Plan in the amount for which an employee qualifies: \$743.10 per month for single employee; \$1,410.91 for employee + 1 dependent; \$1,811.61 for an employee + 2 or more dependents. The employee may choose among plan options for medical, dental, vision, life insurance, long-term disability and are members of the CalPERS retirement plan.

Leave:Employees earn 10 hours vacation and 8 hours sick leave per month. Employees in the Public Works Department are entitled to 10 paid holidays and 16 hours of "floating holiday" time each year.

Union Membership: This position is non-exempt and is part of the Service Employees' International Union group

APPLICATION PROCEDURE:

To obtain an Employment Application and detailed job information brochure:

- Request the Application by e-mail to: spaterson@ci.sausalito.ca.us OR
- Print the Application from the City website
<http://ci.sausalito.ca.us/administration/humanresources>

Submit all application materials by **5:00 p.m. on Friday, March 11, 2016**, by mail, or delivery to:
City of Sausalito / Attn: Susan Paterson, Human Resources Manager
420 Litho Street, Sausalito, CA94965

To be considered, applicants must complete and submit ALL of the following:

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you as a Wastewater Collection System Maintenance Worker.
- City Employment Application completed and signed. *(Please note that the Applicant Tracking Form portion of the Application must be submitted; be assured that it is separated from the application upon receipt, and the information submitted on the Tracking Form is NOT processed in connection with any individual's application so that the information remains "anonymous".)*
- A list of references: 3 professional references and 3 personal references *(The City of Sausalito will NOT contact these references unless the applicant becomes a finalist in the selection process, and if that is the case, the applicant will be informed before the City makes contact with the references in order to allow the applicant to forewarn the references of the call they should expect from the City.)*

