

County of Santa Cruz

INVITES YOU TO APPLY FOR:



Public Works Maintenance Worker I

Supplemental Questionnaire Required

Open and Promotional

Job # 23-MU3-01

Salary: \$4,657 – 5,878 / Month

Closing Date: November 27, 2023

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general supervision, perform maintenance and construction activities on roads, bridges, and drainage facilities; and perform other duties as required.

Public Works Maintenance Worker I is the entry and first working level in the Public Works Maintenance Worker series. Employees are required to perform unskilled manual work and learn to operate light equipment as well as perform a variety of semi-skilled road and drainage maintenance tasks. Employees will normally advance to the Public Works Maintenance Worker II classification after one year of satisfactory service at the Public Works Maintenance Worker I level. After a conditional offer of employment, candidates will be required to provide a recent California driver record from the California Department of Motor Vehicles that demonstrates a responsible driving history. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

THE REQUIREMENTS: No experience required.

SPECIAL REQUIREMENTS, CONDITIONS:

License Requirements: Possession of a valid California class C driver license; and within twelve months from hire, possession of a valid class A driver license with Tank Endorsement.



Certificate: Possession of a Qualified Applicators Certificate issued by the State of California Department of Pesticide Regulation is required for some positions.

Special Working Conditions: Exposure to: Variable temperatures and weather conditions; cramped work spaces; heights, such as on equipment, on cliffs or in the bucket of a bucket truck; high levels of noise; strong, unpleasant odors; vibration; dust and silica dust; potentially hostile or violent individuals; electrical hazards; allergens, such as poison oak and stinging insects; the possibility of experiencing burns, bodily injury, and contact with toxic substances and chemical irritants; working alone in isolated areas; and, for some assigned tasks, possible exposure to needles or blood which could possibly result in chronic disease or death.

Other Special Requirements: Alcohol and drug tests will be administered to all candidates prior to final selection for positions requiring class A or B driver licenses upon entry and to employees in positions requiring these licenses, as mandated by Department of Transportation federal regulations. In addition, all candidates must provide specific employment history for up to the past ten years for all jobs they have held which required operation of a commercial motor vehicle.

Availability to work irregular hours, including responding to twenty-four-hour emergency calls.

Knowledge: Some knowledge of the use of common hand tools and basic safety practices and procedures related to performing unskilled manual work.

Ability to: Work while standing for up to eight hours per day; understand and carry out oral and written instructions; use tools and equipment efficiently and safely; interact effectively with the public; work cooperatively with others as part of a crew; lift items weighing up to 75 pounds; perform tasks requiring strength, such as shoveling, lifting equipment and materials into trucks, climbing over rough terrain, and using chain saws and pole saws; drive vehicles such as pickup trucks, two-axle dump trucks and flatbed trucks; learn to operate heavy equipment, such as three-axle dump trucks, mowers, rollers, loaders, and back hoes; distinguish colors, such as color-coded underground service alert markings and color-coded traffic signs; put on, wear, and use a respirator and other safety equipment, such as hard hats, gloves, safety glasses, and ear protection; and hear and distinguish various sounds, such as voices of workers in noisy environments and sounds of operating equipment.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

Public Works Maintenance Worker I – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process. If you do not have experience in an area, you may answer 'None' or 'Not applicable'.

1. Describe any experience you have in the following areas:

- a. Road, drainage, or bridge maintenance
- b. Working in crew settings
- c. Working with chain saws, landscaping equipment, gas powered tools and hand tools
- d. Traffic control operations and flagging

2. List and describe any experience you have with construction, agricultural and larger maintenance equipment.

3. Describe any experience working in inclement weather conditions and/or any emergency response work.

4. In the past ten (10) years, have you had any jobs that required you to operate a commercial motor vehicle and possess a Class A or Class B Commercial Driver License? If you answered YES, complete the work history described in Question 5.

___ NO

___ YES

5. Department of Transportation federal regulations require that the County of Santa Cruz obtain specific employment history from you for any and all jobs you have had in the last ten (10) years that require you to operate a commercial motor vehicle, you must provide all of the information listed below.

- Name and address of former employers
- Dates of employment (from and to)
- Number of hours worked per week
- Type of vehicle driven/ equipment used
- Reason for leaving

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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