



Recruitment Announcement

PUBLIC WORKS ASSISTANT

SALARY RANGE: \$3007 - \$3614 monthly

FINAL FILING DATE: Wednesday, November 30th, 2016, 4:00 p.m.

Faxed Or E-Mailed Completed Applications Will Not Be Accepted/Postmarks Will Not Be Accepted

TESTING DATE: Tentatively Scheduled For Tuesday, December 13th, 2016
The examination will consist of a Practical Written Exercise and an Oral Evaluation

The City of Sonora is seeking individuals, under supervision, to perform a variety of unskilled and semi-skilled tasks in the maintenance, repair and operation of streets, sidewalks, storm drains, parks, buildings, and related facilities; assist in more highly skilled maintenance projects, and perform related work, as assigned. The City will be establishing an eligibility list and will fill one full-time/benefited position upon its establishment.

CITY OF SONORA

The City of Sonora was founded in 1848 as one of the original gold rush towns in California. Sonora was incorporated in 1851, making it one of the oldest cities in the State. It is the County Seat of Tuolumne County, with a population of approximately 4500 and serves as the commercial center for the surrounding area. Sonora enjoys natural beauty, year round recreational opportunities, mild winters and warm summers. Sonora has a high visitor population due to its close proximity to Yosemite, as well as many lakes and ski resorts. The City has a full service hospital, a grammar and high school, and Columbia Community College is nearby. The rural community and its people make Sonora an attractive place to live and work.

THE POSITION

This is the entry level classification to the Public Works Department. Incumbents perform more routine tasks in accordance with established instructions. Incumbents receive thorough instructions when tasks are initially assigned, and after training are expected to perform duties without constant supervision.

Incumbents will be required to work individually, or as part of a crew, in a variety of activities in support of the Public Works Department.

Duties may include, but are not limited to operating and cleaning trucks, vehicles, and other light equipment; safely using and maintaining power and hand tools, such as mowers, blowers, weed eaters, shovels, picks, rakes, hoes, and hammers, as examples; maintaining public facilities by performing such duties as mowing, weed eating, edging, raking, hand weeding, picking up trash, watering system maintenance, and like activities; applying paint to various interior and exterior surfaces by hand, roller, or spray equipment; performing physical labor in the collection of garbage and waste material; participating in minor street repair, and maintenance to sidewalks, curbs, gutters and storm drains; performing custodial duties such as sweeping, mopping, vacuuming, scrubbing, waxing, and minor carpentry; loading and unloading supplies and materials, lifting and moving heavy objects; performing higher level maintenance and repair duties as required in a training capacity and performing related duties as required.

QUALIFICATIONS, EDUCATION & EXPERIENCE

Knowledge of: Basic methods, terminology, tools and equipment common to general maintenance work; methods and procedures used in the safe and economical operation of trucks, vehicles, and other light equipment; safe work and driving practices; and department organization, policies and procedures, after instruction. **Ability to:** Perform physical labor, with heavy work required; lift, carry and/or push 60 pounds with occasional lifting and/or carrying of objects weighing up to 100 pounds; use and properly maintain assigned tools and equipment; perform unskilled and semi-skilled maintenance and repair activities, as assigned; operate a vehicle observing legal and defensive driving practices; read and write at the level required for successful job performance; understand and carry out verbal and written instructions; and establish and

maintain effective relationships with co-workers and members of the public contacted during the course of work.

Education/Experience: Graduation from an accredited high school or possession of a GED; some work experience with hand tools and power equipment; at date of appointment to the position, must possess a valid Class C California Driver's License, and have a responsible driving record; and must have, and wear on the job, steel or safety toe boots.

SPECIAL REQUIREMENTS

1. These positions require incumbents to possess a valid Class C California Driver's License, and have a responsible driving record. **To show proof of a responsible driving record, each applicant must attach a current copy (dated no later than 30 days from final filing date) of their DMV Driving Record to their completed application form.**

SELECTION PROCESS

1. All applicants must complete a standard City of Sonora "Application for Employment" form and provide a current copy of their DMV driving record.
2. Applications will be reviewed for possession of minimum qualifications.
3. Practical Written Exercise: Weighted as Pass/Fail.
4. Oral Interview: Scored.
5. Background.
6. Medical Examination (*Including Drug Screen*): Pass/Fail. Examination will be administered once a conditional offer of employment has been made and accepted.

Applications will be reviewed for possession of the minimum qualifications. In the event a large number of applicants possess the minimum qualifications, applicants who appear to be the most qualified based on their breadth and recent experience will be invited to compete in the testing process, which consists of a practical written exercise (pass-fail) and an oral board evaluation (100%). Candidates who receive a score of 70% or more will be placed on an eligibility list. Ranking on the eligibility list will be based solely on the results from the oral exam.

The City of Sonora reserves the right to utilize alternative testing methods if deemed necessary and reserves the right to cease the hiring process at any time.

-Information contained herein does not constitute an expressed or implied contract, as it is subject to change.

-Pursuant to the immigration reform and control act of 1986, the appointed applicant will be required to verify that s/he is a United States citizen or an alien that is authorized to work in the United States.

-The City of Sonora will make every effort to accommodate applicants that have disabilities that would not allow them to compete in the announced testing process. Applicants are asked to indicate their requests for accommodation with submittal of their application.

Applications may be obtained at the following location:

City of Sonora Administration, City Hall
94 North Washington Street, Sonora, California 95370
(209) 588-8946 or at www.sonoraca.com

Completed applications must be submitted to the City of Sonora, at the above address, by the final filing date of Friday, Wednesday, November 30th, 2016, 4:00 p.m. **Faxed Or E-Mailed Completed Applications Will Not Be Accepted/Postmarks Will Not Be Accepted**

THE CITY OF SONORA IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT INFORMATION

APPOINTMENT: All new employees are required to take the loyalty oath, as required by the State of California, and to be fingerprinted prior to employment.

SALARY: Appointments are normally made at the first step (A), but may be made at Step A through D, depending on qualifications/experience. Increases will be granted after each year, based on a satisfactory performance evaluation and approval by the City Administrator, until the maximum step of salary range is reached.

MEDICAL EXAMINATION: Once an offer of employment had been made and accepted, a medical examination (*including drug screen*) will be conducted at City expense. If the examination provides substantive evidence that the employee's health will provide an undue hardship for the City, and that reasonable accommodations cannot be made, and the undue hardship will persist, the City has the authority to withdraw the employment offer. You are cautioned not to quit or give notice to present employers until both examinations have been completed and successfully passed.

BACKGROUND CHECK: References, Employment History and Work Experience will be verified through a Background Investigation.

PROBATION: 12 Month Probation. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work performance. Upon successful completion of the probationary period, an employee will become a regular, permanent employee.

BENEFITS: CalPERS: Classic 2.7% @ 55 with employee's portion of 8%, New: 2.7@62 with employee's portion of 6.5%; 15 holidays (including 3 floating holidays); Vacation: 80 hours for first 5 years, 120 hours after 6 years, 160 hours after 11 years, and 200 hours after 21+ years, with an accrual ceiling of 2 years; Sick Leave: 120 hours per year, unlimited accrual; Medical, Dental, Vision, Life, and Long Term Disability (*LTD for employee only*) plans are provided for employee and dependents with City paying 100% of premiums. Credit Union, Deferred Compensation, and Computer Purchase Plans available. The City also has an Employee Down Payment Assistance Program for the purchase of a home (*eligibility requirements apply*).