



Announces a Job Opportunity For:
PUBLIC WORKS SERVICE WORKER
OPEN COMPETITION

SALARY: \$18.18 to \$25.75 per hour

APPLY IMMEDIATELY: The Human Resources Department will accept applications for this position until a sufficient number of qualified applications have been received. This position may close with or without further notice. Interested parties must complete an official City Application and submit to the Human Resources Department as soon as possible.

POSITION: Under close supervision and according to the area of assignment, assists in the improvement of streets, sidewalks, sewers, traffic control systems, and water plant systems. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, section-specific duties.

TASKS:

- Operates trucks and heavy equipment for completion of work activities; cleans streets by picking up trash and emptying trash containers; organizes materials needed to complete work orders and maintains work areas and vehicles;
- Inspects, reads and records readings on pump station equipment; assists with repairs and services water main breaks or leaks, water meters and installs new water systems; cleans and maintains city sewer lines and storm drains; and explains and enforces sewer maintenance policies to property owners;
- Assists in the repair of traffic signals and street lights, installing and removing traffic signs and related wiring, installing signal poles, painting traffic markings on streets and sidewalks;
- Provides labor for concrete and asphalt-related improvement projects, removal of old concrete and preparation of the area for replacement, slurry sealing streets, root pruning and removing roots and dirt, leveling areas for replacement with concrete, patching sidewalks and repairing or replacing sprinklers.

KNOWLEDGE, SKILLS & OTHER CHARACTERISTICS:

- **Knowledge of** basic maintenance and repair methods and techniques, occupational safety guidelines, and of equipment and materials used in public works maintenance;
- **Ability to** operate trucks and heavy equipment, follow oral and written instructions, to establish and maintain effective working relationships and to work well as a team and independently to perform essential job duties;

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS: Work is performed in an outdoor environment. Work may require frequent standing, walking, bending and lifting to 50 pounds. Incumbents in this class may be exposed to repetitive motion, extreme temperatures and weather, moving traffic, areas under construction, hazardous fumes and chemicals and infectious diseases.

QUALIFICATIONS: A high school diploma or equivalent, **AND** one (1) year professional experience in construction, plumbing, painting or related maintenance preferably with the City of Inglewood. Must possess at the time of application and maintain a valid California driver's license.

SELECTION PROCESS: Applicants who are deemed to be most qualified as reflected by their application materials will be invited participate in the Selection process for this position. The Selection Process may consist of one or more of the following test parts: Multiple Choice Written Test, Performance Exercise **OR** Oral Test.

Applicants will be notified of status by telephone, US Postal Service, text messaging **OR** electronic mail if they are selected to move forward in the selection process for this position. Candidates must pass each test part with a score of 70% or higher to have his/her name placed on the active eligibility list for consideration for hire. The top three ranks on the eligibility list will be considered for selection by the hiring authority for each vacancy.

All offers of employment are contingent upon successful completion of a pre-employment physical with a City Doctor, submit fingerprints via Live-Scan process and receive clearance before beginning any employment with the City of Inglewood. All new appointments must serve a one-year probationary period. Any statements in this job announcement may be changed, modified or revoked at any time with or without further notice.

GENERAL INFORMATION

Applications will be accepted Monday – Friday from 8:00 A.M. to 5:00 P.M. (City Hall is closed alternating Fridays) for all open positions unless otherwise stated on the job announcement. Resumes will not be accepted instead of an official City application form but may be attached to the City's application. Changes of name, address, electronic email or telephone number(s) must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

Applications are subject to review for legibility and eligibility. Only applicants whose application materials meet the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process. Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such. Veterans Points may be awarded for entry-level examinations. To qualify, applicants must submit form #DD214 with application materials.

TYPES OF RECRUITING EXAMS

“OPEN COMPETITIVE” examination is a competitive examination open to all interested and qualified applicants.

“PROMOTIONAL ONLY” examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, or permanent part-time status to participate in the selection process.

“INTERNAL OPEN” (Simplified Selection Process) for positions involving unskilled labor, domestic, attendant, or custodial work, or for which a period of City employment is determined to satisfy a specific testing process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City. Only applicants deemed as most qualified will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

ELIGIBILITY LISTS

An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process. Names shall be arranged in ranking order based on final scores. Test takers must pass each test part with a minimum score of seventy percent (70%) to have their name placed on the eligibility list for the job classification.

Under Inglewood's Civil Service Rules and Regulations Rule IV Section (d) new names may be added to an eligible list from time to time dependent upon obtaining of additional qualified candidates pursuant to the selection process, or as a result of a reduction of force. Appointments will be made from candidates in the top three rankings on the eligibility list who are ready, willing, and able to accept a position.

The hiring manager shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected names will be returned to the eligibility list for future consideration with other departments within the City when feasible. Eligibility lists typically expire one year from the date established, or until fewer than three rankings remaining. All newly hired employees serve a probationary period of one year and can be released from service with or without cause during the probationary period.

EMPLOYEE BENEFITS

Benefits include 108 hours annually of sick leave, ten (10) vacation days, thirteen (13) holidays, CalPERS Retirement 2% @ 62 for new members and 2.5% @ 55 classic members, dental, medical, life insurance coverage, plus optional employee-paid programs. Other benefits are available based on the bargaining group. A probationary period of one year must be completed before permanent status is achieved.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. Individuals employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.