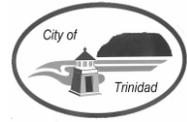


TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



Posted: August 21, 2020

EMPLOYMENT OPPORTUNITY

PUBLIC WORKS MAINTENANCE OPERATOR – FULL-TIME

Performs a variety of repair, maintenance, and operation duties for City facilities including streets, trails, parks, and buildings, as well as the City's Water Treatment Plant and water distribution system. This position will have, or will obtain within one year, certifications for Water Treatment Plant Operation and water distribution systems. Working knowledge of carpentry, landscaping, and plumbing desirable. This position involves strenuous physical labor and regular interaction with the public. Salary \$16-21.00/hour DOE, 40 hours/week. Benefits provided.

Visit www.trinidad.ca.gov for complete job description and City Employment Application.

Send resume and/or application to the City of Trinidad by mail; P.O. Box 390, Trinidad 95570, by email; cityclerk@trinidad.ca.gov, or deliver to 409 Trinity St, Trinidad CA.

Deadline: WEDNESDAY, SEPTEMBER 09, 2020.

TRINIDAD CITY HALL

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Trinidad, CA 95570
707-677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



EMPLOYMENT OPPORTUNITY

CITY OF TRINIDAD – PUBLIC WORKS MAINTENANCE

Salary Rate: \$16-21.00/hour DOE, Full-Time Employment, 40 hours/week

Filing Deadline: 2:00 P.M., WEDNESDAY, SEPTEMBER 09, 2020.

The City reserves the right to extend the filing deadline as necessary.

STATEMENT OF DUTIES:

Under the supervision of the Director of Public Works, this position performs a wide variety of maintenance, operation, and repair work in both the City's Water Department as well as the Public Works Department. This position is responsible for reading water meters, the repair and/or maintenance of city roads, buildings, recreation areas, sanitation facilities and the water distribution system. Typical road maintenance duties include cleaning city streets, painting curbs and crosswalks, installing signs on city roads. Public Works functions include maintaining Town Hall and other city offices, mowing, weeding, vegetation trimming and removing debris and trash within city limits at the cemetery, city park, tennis court, and city trails and easements. Water department responsibilities include repair and maintenance of water distribution lines, hydrants, valves, meters, and to assist in record keeping of chemicals on the distribution system and in the operation of the water plant. This position shares call duty with 2 other employees. Must be able to respond to emergencies on a 24-hour basis, seven days a week. This position's regular schedule may include weekends (i.e. a five-day work week from Wednesday-Sunday, for example).

This position requires regular interaction with the public and requires a positive attitude and a friendly customer service mentality.

Duties are performed under the supervision and direction of higher level staff, but performance of duties requires the use of independence, initiative, and discretion within established guidelines. This position performs other related duties as assigned.

REQUIREMENTS:

- California Driver License.
- High School Diploma or equivalent
- Good Communication skills
- Experience with safe operation and maintenance of typical landscaping tools and equipment
- Employee must have, or obtain within one year, a Level II California Water Treatment Operator's Certification, and a Level 1 California Water Distribution Operator's Certification (City will support necessary training and exams to obtain these Certifications).

Ability to:

- Must be willing and available to attend periodic meetings after normal work hours; to travel for trainings and/or meetings; to have a schedule that includes working on weekends; to work extended hours as necessary to complete assigned tasks; and to be on-call to assist with emergencies.

PHYSICAL REQUIREMENTS:

Work involves heavy manual labor and is generally performed in an outdoor environment. Must be able to perform the physical aspects of the job, including standing, hiking, and operating landscaping tools for extended periods. Hearing and speech capability to communicate in person and over the telephone; ability to lift, push, pull, and carry up to 50 lbs.; must be able to interact with a diverse range of people and represent the City with a friendly customer service attitude.

DESIRABLE EXPERIENCE AND TRAINING

- Experience and/or Certification in Water Treatment Plant Operation and Distribution systems.
- Working knowledge and experience with plumbing, carpentry, road maintenance, and landscaping.
- Experience working with the public.

SCHEDULE

- This is a full time 40 hrs/wk position.
- The expected schedule will be 8:00am to 5:00pm, five days a week. Schedule may include weekends (i.e. work Weds through Sunday, for example) - to be developed with Public Works Director.

BENEFITS

- Paid Holidays: The City observes 9 paid holidays each year plus 3 paid personal leave days.
- Vacation: Accrues at an hourly rate based on 12 days/yr.
- Sick Leave: Accrues at an hourly rate based on 12 days/yr.
- Medical and Dental insurance are fully covered for employee, and partially covered for employee's dependents.
- Retirement: The city has a deferred compensation retirement program, and is not a part of CALPERS.

Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

Application Process

A City of Trinidad Employment Application must be received in the City Clerk's Office by:
2:00 pm on WEDNESDAY, SEPTEMBER 09, 2020.

Application materials are available at www.trinidad.ca.gov,
and from the City Clerk's Office, 409 Trinity St., Trinidad, CA 95570; (707) 677-0223

EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMODATION

The City of Trinidad is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans With Disabilities Act, reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the City Manager Personnel Department (707-825-2114) prior to the testing date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.

Posted: 08-21-2020