



GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer
We Encourage Minorities, Women and Disabled Individuals to Apply

HAS A JOB OPPORTUNITY FOR

PUBLIC WORKS MAINTENANCE WORKER II

SALARY RANGE: II \$ 14.75 - \$17.92/hr.

FINAL FILING DATE: An official Glenn County Application must be received in the Glenn County Personnel Department by 12:00 p.m., Noon, Wednesday, August 25, 2010.

THE POSITION

Glenn County is recruiting individuals to fill one regular full time Public Works Maintenance Worker II position. The individual appointed to this position will perform semi-skilled and skilled labor in the construction, maintenance and repair of County roads, bridges, culverts and other repair structures, and in the various traffic control maintenance and repair activities of the Planning and Public Works Agency; to operate a variety of heavy construction, maintenance and transportation equipment as necessary to complete daily tasks. The position is scheduled for forty (40) hours per week (4 - 10's various days). This recruitment *may* be used to establish a list to fill future vacancies for the next 6 months.

DUTIES

Public Works Maintenance Worker II: This is the entry/journey-level class in the PWM class series, and is distinguished from the next higher classification of PWMW III in that the latter is the full journey level responsible to perform the entire range of duties in the assigned maintenance area.

Road Maintenance:

Prepare roads for patch repairs, overlays, or chip seals; prepare mix for patching roads; repair and reconstruct roads. Form, pour and finish concrete. Prune trees and other vegetation as needed. Clean roadsides and drainage systems; inspect and clear debris from drainage system; conduct roadside burning as needed. Remove snow and ice from roads in inclement weather; remove mud/debris resulting from mud slides. Haul materials to and from work sites as required. Direct and control traffic around work sites. Operate semi-trucks, dump trucks, water trucks, boom truck, front loader, rollers, snow plow, etc.; operate a compressor, sand blaster, jack hammer, chipper machine, welding equipment, cutting torch, compaction tools, weed eater, blower and other hand and power tools. Maintain, clean and perform minor repairs to assigned equipment and tools. Perform related duties as assigned.

Traffic Maintenance:

Prepare roads for striping; assist in painting and striping roads and curbs; paint road and sign equipment. Install and repair sign posts and signs; install and replace road markers; maintain records on road sign vandalism, sign replacement and new sign installation. Record sign survey data regarding traffic conditions and safety hazards; set up and record traffic counts. Install and maintain traffic control devices, signs and road markings. Direct and control traffic around work sites. Inspect and clear debris and obstructions from roads and roadsides. Operate road sign equipment, including heat applicator machine, compressors, paint sprayers, thermoplastic machine, road striping machine, sand blasters, scotchlite applicators, welding equipment, cutting torch, etc. Maintain, clean and perform minor repairs to assigned equipment and tools. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of: Operation and maintenance requirements of trucks and less complex power-driven equipment. Materials, methods, practices and equipment used in road, bridge and culvert maintenance and repair activities and/or in traffic control installation, maintenance and repair activities and/or in the operation of a Solid Waste Disposal site. Traffic laws, rules and ordinances involved in truck and heavy equipment operations; traffic control regulations. Safe work practices.

Ability to: Understand, interpret and apply pertinent laws, rules, regulations, policies and procedures. Understand and follow oral and written instructions. Perform a variety of semi-skilled and skilled construction, maintenance and repair work. Perform heavy manual labor. Operate a variety of vehicular and stationery mechanical, equipment. Perform minor maintenance on assigned equipment. Learn the geography and street system of the County. Follow established safe work rules and practices. Establish and maintain cooperative-working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Work effectively in emergency and stressful situations.

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TRAINING AND/OR EXPERIENCE

Experience: Some experience in the construction trades or road maintenance is desirable.

Training: Formal or informal education or training which ensures the ability to read and write a level necessary for successful job performance.

License or Certificate: **Current DMV printout (no older than 30 days) & certified copies of any certificates listed on application.** Possession of, or ability to obtain an appropriate, valid California Class A driver's license with proper endorsements within one year of employment.

SELECTION PROCESS: The selection process will consist of an application evaluation and oral examination, performance exam/skill test; equipment operation, and medical exam. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form, but not in-lieu of completing the official Glenn County Application.

Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Public Service Employee (temporary no benefits).

IMPORTANT: If you need accommodation in the examination/interview process, please contact the Personnel Department at least five (5) working days before a scheduled examination/interview. **If you would like to be notified of your standing after the close of the recruitment, please include a self-addressed, stamped envelope.**

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Application forms may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. SYCAMORE STREET, SUITE A-1
WILLOWS CA 95988
TELEPHONE (530) 934-6451
FAX (530) 934-6452 or 934-6457
TDD--No Voice (530) 934-6444
Website www.countyofglenn.net

EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped individuals.

APPLICATIONS: Application forms must be filled out completely and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 12:00 p.m., Noon, Wednesday, August 25, 2010.

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

SAFETY POSITIONS: Applicants must pass a thorough background investigation and a psychological exam.

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated Clearing House.

HOLIDAYS: 12 paid holidays per year.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

RETIREMENT: Employees participate in the Public Employee's Retirement System and Social Security. The County pays the Employer and 50% of the employee's contribution to PERS.

VACATION: 0 – 2 full years; 10 days, 3 – 12 full years; 15 days, 13 – 20 full years; 20 days, after 20 full years; 25 days.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.