



City of Newark

Position Announcement

General Laborer

Regular Full-time

THE POSITION

Under immediate/general supervision from a Maintenance Supervisor, and technical and functional supervision from a lead worker; to perform a variety of unskilled and semi-skilled tasks in the maintenance and repair of landscape and parks, streets, equipment or building maintenance; occasionally assist in repair work; perform heavy manual labor. This classification does not operate heavy equipment and does not operate riding mowers.

THE IDEAL CANDIDATE WILL POSSESS

Knowledge of:

- Uses and purposes of general construction and related maintenance tools and equipment.
- Safe work practices.

Ability to:

- Learn to perform unskilled and semi-skilled tasks in landscape and park, streets, equipment or building maintenance; occasionally assist in repair work; perform heavy manual labor.
- On a continuous basis, know and understand operations, and observe safety rules.
- Intermittently, sit while studying or listening to training; bend, squat, climb, kneel and twist when performing repair, installation, or maintenance tasks; work in conditions of various outdoor exposure; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry heavy weights up to 90 lbs.
- Communicate clearly and concisely, both orally and be able to read and follow written instructions.
- Work unusual/prolonged work schedules during emergencies or seasonally-caused circumstances.
- Work weekends (mandatory).
- Establish and maintain effective working relationships with those contacted in the course of work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- No experience is required;
- Landscaping, general maintenance, or construction experience is preferred.
- Education equivalent to completion of the twelfth grade.
- Possession of, or ability to obtain by the date of employment, a California Class C driver license.

TO APPLY, Interested candidates should apply at www.calopps.org and are encouraged to submit your resume.

Application & Supplemental Questionnaire must be received by 5:00pm on June 14, 2019 or when 200 applicants are received, whichever occurs first.

The position will remain open until filled.

IMPORTANT: Applications with “See Resume” as a substitution for the work experience description and/or unclear past employment information will not be considered. You may make additional copies of the applications, as necessary.

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Following the deadline to apply date, applications and supplemental questionnaires will be screened according to the qualifications outlined in this brochure. Not all applications which may meet the minimum requirements will proceed to the next phase of the recruitment process. The most qualified candidates will be invited to continue in the selection process, which may include an oral panel interview, tentatively scheduled on June 26, 2019. All applicants will be notified by email as to whether or not they are invited to participate further in the selection process.

An eligible list will be established as a result of this selection process and will be valid for a period of six months. The list may be extended up to a maximum of two (2) years. The Maintenance Division will review the eligible list to determine candidates to continue in the department selection process.

After receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. After clearance of the fingerprinted criminal history check, the applicant will be required to submit to a pre-employment medical examination which will include testing for the presence of drugs and alcohol.

Applicants must be successful in all phases of the selection process to be considered for this position. In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the closing date for accommodation requests.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

COMPENSATION & BENEFITS (May Be Subject To Change**)**

*****SALARY: \$4,604.37 to \$5,598.36 per month**

*****BENEFITS**

- **Health Insurance:** Effective January 1, 2019, the City contributes up to \$821 per month towards medical, dental, and vision coverage.
- **Retirement:** CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRAs members. The City does not participate in Social Security. The City participates in Medicare.
- **Vacation Accrual:** 6.667 to 16.667 hours per month and depending on length of service.
- **Sick Leave:** 8 hours per month.
- **Holidays:** 13 holidays.
- **Deferred Compensation:** Voluntary participation.

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- **Life Insurance and AD&D:** City-paid \$20,000 policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Health & Fitness:** Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

***** The compensation rates and benefits may be subject to change**

NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 47,531, with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at www.newark.org & take a Video TourBook of Newark, CA.

The City of Newark is an Equal Opportunity Employer.

MAINTENANCE DIVISION / Public Works Department

The Maintenance Division maintains all of the City of Newark's assets (buildings, vehicles, equipment, parks, landscape and streets), which include:

- over 212,000 square feet of buildings
- 203 vehicles and pieces of equipment, including Police and Fire vehicles
- 156 acres of parks and landscape
- 104 centerline miles of streets

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GENERAL LABORER SUPPLEMENTAL QUESTIONNAIRE

Responses to the following questions are required with the employment application. Applications without the supplemental questionnaire will not be considered. You may use additional pages if necessary.

1. Are you a high school graduate, or have the education equivalent to the twelfth grade?
 Yes
 No

2. Do you possess, or have the ability to obtain by the date of employment, a California Class C driver license?
 Yes
 No

3. Please indicate your level of landscaping, general maintenance, or construction experience below.
 No experience
 Less than 1 year
 1 – 2 years
 3+ years

4. Are you able to work on weekends and during unusual schedules during emergencies or seasonally caused circumstances?
 Yes
 No