



CITY OF OCEANSIDE
Human Resources Department
300 North Coast Highway
City Hall South, Second Floor
Oceanside, CA 92054

**INVITES APPLICATIONS FOR THE POSITION OF:
Maintenance Specialist (Street Sweeping)**

An Equal Opportunity Employer

SALARY: \$2,070.46 - \$2,709.69 Biweekly
\$4,486.00 - \$5,871.00 Monthly
\$53,832.00 - \$70,452.00 Annually

OPENING DATE: 08/27/20

CLOSING DATE: 09/25/20 04:00 PM

INTRODUCTION:

THE CITY OF OCEANSIDE IS AN EQUAL OPPORTUNITY EMPLOYER.

The City of Oceanside is accepting applications for the position of Maintenance Specialist (Street Sweeping). This position is responsible for ensuring effective Citywide street sweeping service through the oversight of four subordinate operators. This position will also be responsible for the operation and maintenance schedule of assigned sweeper fleet. Route scheduling and heavy equipment operation is necessary to be effective in this role. Additionally, will be responsible for ensuring proper maintenance of the City's sweeper disposal facility, through oversight and coordination of scheduled service from a third party vendor.

EXAMPLES OF DUTIES:

A Maintenance Specialist performs skilled labor and specialized tasks related to an area of assignment; provides technical direction to crews engaged in areas of assignment covering a wide variety of public works maintenance, repair or construction projects; plans, directs and participates in scheduling, coordinating and assigning various maintenance, construction and repair projects; determines work project priorities; trains assigned employees in their areas of work; monitors projects; reschedules work crews and makes adjustments to crew assignments as required to meet project goals; conducts on site reviews; inspects work in progress and at completion; verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; responds to public complaints and inquires; responds to emergency calls and service from contractors, utility companies and the general public; maintains records of work activities and time worked; interprets plans and specifications in order to lay out field work; operates various heavy equipment; maintains inventory of equipment and supplies required for assigned maintenance projects; estimates costs, time, materials and equipment for assigned projects; requisitions materials as required; inspects equipment for needed maintenance or repair and schedules work as needed; maintains accurate records of maintenance repairs and services; ensures adherence to safe work practices and procedures; puts together contracts for services as necessary; oversees the work of contracted maintenance services including inspecting work performed to ensure compliance with specifications; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operations, services and activities of a maintenance program related to area of work assigned.
- Principles of supervision and training.
- Methods and techniques of construction, maintenance and repair related to area of work assigned.

- Operational characteristics of construction and maintenance equipment and tools.
- Construction equipment operation techniques.
- Principles and practices of construction including carpentry, plumbing and electrical.
- Construction trades and related sub-trades.
- Disinfections and Health Department rules and regulations.
- Modern office procedures, methods and equipment including computers and applicable software applications.
- Mathematical principles.
- Occupational hazards and standard safety practices.
- Federal, State, and local laws, codes and regulations pertinent to area of assignment.

Ability to:

- Supervise, organize, inspect and review the work of lower level staff.
- Plan, coordinate and schedule assigned maintenance functions.
- Respond to requests and inquiries from the general public.
- Interpret and explain City policies and procedures.
- Estimate costs of construction, maintenance or repair projects.
- Maintain and update accurate records and files.
- Prepare clear and concise reports.
- Operate a variety of construction and maintenance tools and equipment in a safe and effective manner.
- Perform heavy manual labor.
- Read and interpret plans and specifications.
- Work independently and efficiently to carry out assignments.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training

Experience: Four years of increasingly responsible experience in the installation, construction repair and maintenance of municipal facilities, streets, parks, water or sewer systems.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in maintenance, construction or a related field.

License, Certificate:

- Possession of a Class A or B California driver's license is required.

Special Requirements: Certain assignments may require appropriate certifications.

WORKING CONDITIONS AND SELECTION PROCESS:

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases and inclement weather conditions; work in confined spaces, underground, on slippery or uneven surfaces and around heavy equipment.

Physical Conditions: Essential functions may require maintaining physical condition necessary for standing, walking, or sitting for prolonged periods of time; heavy, moderate or light lifting; operating motorized vehicles and equipment.

Selection Process: All properly completed applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. Failure to provide all required application materials will result in disqualification. The selection process may include any combination of a written exam, oral board exam, and/or skills assessment to further evaluate job-related qualifications. Candidates who successfully complete the process will be placed on the Eligibility List which will remain valid for a minimum of six months.

RESUMES ARE NOT ACCEPTED IN LIEU OF COMPLETED APPLICATION FORMS, BUT MAY BE

ATTACHED.

CANDIDATES WHO REQUIRE A REASONABLE ACCOMMODATION IN THE SELECTION PROCESS, SHOULD STATE THEIR NEEDS IN WRITING WHEN SUBMITTING AN APPLICATION.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.oceanside.ca.us>

Position #20-142
MAINTENANCE SPECIALIST (STREET SWEEPING)

City of Oceanside
Human Resources Department
300 North Coast Highway, City Hall South
Oceanside, CA 92054
760-435-3500

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Maintenance Specialist (Street Sweeping) Supplemental Questionnaire

- * 1. Do you possess a Class A or Class B Driver License? If your answer is NO, you do not qualify for this position. If your answer is YES, please submit a copy with your application.
 Yes No
- * 2. Describe your experience in construction, maintenance or repair of municipal facilities, streets, parks, water and sewer systems. Include the number of years of experience.
- * 3. Describe your experience in the operation and maintenance of street sweepers or heavy diesel, hydraulic machinery. Include the number of years of experience.
- * 4. Describe your work experience as a supervisor or lead worker. Please include the number of years of experience in this area.
- * 5. Describe your work experience in determining work project priorities, estimating project costs, and determining work methods.
- * 6. Describe your experience responding to public complaints and inquiries regarding work in progress.
- * 7. Describe your experience in municipal solid waste and recycling operations. If no direct experience, describe your knowledge or familiarity with these operations.
- * 8. Are you HAZWOPER (24 or 40) certified? If yes attach your certification to your application.
 Yes No
- * 9. Describe any additional qualifications you may have. (Certifications, training, course work, etc.). Attach related certifications to the application.

* 10. CERTIFICATE OF APPLICANT: I certify that all statements and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omissions of material facts may forfeit right to employment considerations by the City of Oceanside.

Yes No

* Required Question