



City of Camarillo

Employment Opportunity

FACILITIES MAINTENANCE ASSISTANT \$20.8337 - \$28.1016 HOURLY

DEFINITION: Performs general maintenance duties related to maintaining assigned buildings, facilities, and grounds; sets up and removes tables, chairs, and equipment for meetings and events; operates the centralized mail room; and responds to general service requests from City staff and the general public. Implements the City's preventive maintenance program for assigned buildings, facilities, and grounds; inspects buildings and grounds and determines necessary maintenance and repair needs; responds to employee service requests; performs preventive maintenance and makes minor repairs to walls, plumbing, and electrical systems in City buildings; changes light bulbs; reports work requiring major repair or replacement; obtains estimates for repairs. Monitors work of custodial contractors; works with contractor to remedy deficiencies; washes windows; performs general clean up in buildings and surrounding areas. Receives, sorts, weighs, determines postage, stamps, and delivers daily incoming and outgoing mail; keeps related postage and shipping records; operates and performs routine service on the postage meter, mail inserting machine, and postage scales.

EDUCATION/QUALIFICATIONS: Any combination of education and experience that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be equivalent to the completion of the twelfth grade and two years of responsible building maintenance experience. Possession of a valid California driver's license at a level appropriate to the equipment operated is required.

KNOWLEDGE/SKILLS: Knowledge of methods, materials, and techniques used in performing general building maintenance and repair work. Knowledge of operational characteristics of tools and equipment used in area of assignment. Knowledge of building systems including HVAC, fire, security, and lighting systems. Skill to perform a full range of routine building maintenance and repair duties. Operate a variety of equipment and use a variety of tools in a safe and effective manner. Read and understand floor plans and set-up specifications. Inspect work of contractors and ensure quality standards are met. Calculate postage. Understand and follow oral and written directions. Organize work and set priorities. Maintain inventories.

APPLICATION PROCEDURE: To be considered for this position, please submit City application and supplemental questionnaire to:

Human Resources Department
City of Camarillo
601 Carmen Drive
Camarillo, CA 93010
(805) 383-5618

RECRUITMENT SCHEDULE: City application and supplemental questionnaire must be received by:

5 P.M., FRIDAY, SEPTEMBER 10, 2010

No Facsimiles or Postmarks Accepted. To have an application mailed, please call (805) 383-5618 (leave message). An application and supplemental questionnaire can also be downloaded at www.ci.camarillo.ca.us

SCREENING PROCESS: Applications and supplements will be screened and only those candidates best suited to the needs of the City will be invited to continue in the recruitment process. Post offer physical including drug testing, fingerprinting and credit check for some positions required. All applicants meeting the minimum qualifications are not guaranteed advancement through subsequent phases of the recruitment process. A job description is available upon request.

CITY OF CAMARILLO

The City of Camarillo, a community of 65,000 situated in a fertile agricultural plain near the coast of Southern California, blends rural and urban features into one unique and appealing lifestyle.

Incorporated in 1964, Camarillo has evolved into a thriving city that today is very much like its founders envisioned, dedicated to preserving its Spanish land grant heritage without sacrificing the economic growth that is vital to the city's continued existence.

The balanced approach to development and preservation is carefully maintained by the City's officials, who work closely with local businesses, residents and community leaders to ensure that the qualities which make Camarillo so attractive today are not overlooked in the competition for new development tomorrow.

We invite you to "Discover Camarillo" by exploring the pages of our web site and to see for yourself why we think Camarillo is a great place to live, work and play!

EMPLOYEE BENEFITS

- **PERS** – All regular employees are enrolled in PERS at the 2% @ 55 rate along with survivor's continuance. The City pays both employer and employee portions.
- **Social Security** – The City does not participate in the Social Security System.
- **Medicare** – Employees hired after April 1, 1986 are required to contribute 1.45% of earnings.
- **Defined Contribution** – The City contributes 7% of employee's gross salary, which is to be invested by the employee.
- **Deferred Compensation** – Each regular employee has the option to defer up to the maximum allowed by law.
- **Health Insurance** – The City contributes toward the premium for health insurance.
- **Dental/Vision** – Premiums paid by the City. No deductible.
- **Life Insurance** – Premiums paid by the City. Benefit level is annual salary plus \$5,000 rounded to next \$5,000. Dependent coverage is \$2,000.
- **Short/Long Term Disability** – Premiums paid by the City. Eligibility begins after 0 or 7 days.
- **Holidays** – 11 days plus 3 floating holidays per year.
- **Administrative Leave** – Management and mid-management exempt employees receive 32-80 hours per year.
- **Vacation** – Vacation is determined by number of years of service. (0-4 years = 80 hrs; 5-9 years = 120 hrs; 10-14 years = 160 hrs; 15+ years = 168-200 hrs)
- **Sick Leave** – 96 hours per year.
- **Comprehensive Annual Leave (CAL)** – Sanitary District only.

Benefits listed may not reflect all benefits offered. Not all benefits apply to all positions. Additional information is available by contacting Human Resources.

EQUAL OPPORTUNITY EMPLOYER

The City of Camarillo is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition or disability. Individuals with disabilities requiring reasonable accommodation in the recruitment process must inform the Human Resources Department in writing no later than the closing date. The provisions of this flier do not constitute a contract, expressed or implied, and any provisions contained in this flier may be modified or revoked without notice.