



County of Mono

JOB ANNOUNCEMENT

FILING DEADLINE

Public Works Maintenance Worker II

SALARY
II (\$3,056 – 3,714 / mo.)

FFD: 2/22/2012

Facilities Divison

40 hrs. per week

The County of Mono is accepting applications for the position of Public Works Maintenance Worker II. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled. **One position is available at this location: Bridgeport (9 months) & Lee Vining (3 months)**

Examples of Duties:

Under supervision, assists with and performs a variety of semi-skilled and skilled duties in the maintenance, and repair of County buildings and grounds; performs carpentry, painting, plumbing, welding, and electrical work; performs building alterations; makes repairs and adjustments on electrical, pneumatic, and electronic control devices, steam and/or water boilers, furnaces, pumps, and kitchen and laundry appliances; learns and maintains ventilation systems, air compressors, emergency generators, and air conditioning equipment; installs electrical fixtures; performs cleaning and care of the County buildings and facilities; maintains the assigned areas in a clean, orderly, and safe condition; moves and arranges furniture and equipment, takes care of equipment and materials used in work assignments; mows and edges lawns and other ground areas; trims trees, shrubs and hedges; waters ground areas; installs, operates and maintains a variety of irrigation equipment; performs landscaping and gardening; participates in the remodeling of County buildings; assists with the inspection of buildings and facilities for needed repairs; snow removal; constructs, assembles, and repairs furniture; may oversee and assign work to temporary work staff; completes and maintains accurate records and reports; maintains confidentiality. For several months each year, the position will include snow removal responsibilities up to and including driving a plow.

<u>Knowledge of:</u>	<u>Ability</u>
1. Maintenance & construction of tools & equipment	1. Operate equipment
2. Plumbing, heating/cooling & electrical systems	2. Maintain basic records
3. Applicable provisions of building, electrical & plumbing codes	3. Perform heavy physical labor
4. Landscaping, carpentry, electrical & plumbing trades	4. Perform skilled & semi-skilled building & landscaping
5. Building trades standard tools, methods, practices	5. Skillfully use a variety of building tools & equipment
6. Occupational hazards & safety precautions	6. Estimate time & materials needed to perform maintenance
7. Safe work practices	& construction & repair jobs
	7. Good oral & written communication skills
	8. Perform arithmetic calculations necessary for job performance
	9. Use computers

The ideal candidate will be a motivated individual interested in a challenging career opportunity in the Parks & Facilities Division of the Public Works Department.

Special Requirement: Possession of a valid Class A or B driver’s license is required for the operation of snow removal equipment.

Highly Desired: Trade licenses and/or certifications; i.e. boilers, HVAC, Electrical, etc.

Training and Experience:

Maintenance Worker II: One year of any combination of training and experience which would provide the required knowledge and abilities is qualifying.

For a complete job description and application contact the County Administrative Office at (760) 932-5412 or email: hr@mono.ca.gov. All completed applications received in our office will be considered. Faxed and emailed applications from permanent county employees will be accepted only if the signed **original** is postmarked by the filing deadline.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE – Human Resources
P.O. Box 696 ~ Bridgeport, California 93517
(760) 932-5412 ~ (760) 932-5411 (FAX) website: <http://www.monocounty.ca.gov/>
EOE/AAE/ADA

