



**THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:**

**PUBLIC WORKS MAINTENANCE  
WORKER I/II (WATER)  
#23A-46**

**SALARY:**

\$6,055 - \$7,362 / Monthly  
Public Works Maintenance Worker I  
\$6,664 - \$8,098 / Monthly  
Public Works Maintenance Worker II  
*(COLA salary increase approved  
for additional 3% in  
February 2024)*

**Closes October 6, 2023 at 11:59 pm**  
(Open September 8, 2023)

**Submit your application via:**  
[www.CalOpps.org](http://www.CalOpps.org) by **Friday,  
October 6, 2023**, Practical Assessment  
tentatively scheduled for **Thursday,  
October 19, 2023**. Those who pass, will  
be invited to participate in an oral board  
interview tentatively scheduled for  
**Thursday, October 26, 2023**. The  
Practical Assessment and Oral Board  
Interviews will be conducted in person.

Candidates with a disability, which may  
require special assistance in any phase  
of the application or selection process,  
should advise the Human Resources  
Division upon submittal of application.

All applications will be reviewed for  
completion, relevant education,  
experience, training and other job-  
related qualifications. Those who best  
meet the stated qualifications and  
requirements for the position will be  
invited to participate in the selection  
process. The specifics of the selection  
process will be communicated to those  
selected candidates.

**WHY JOIN THE REDWOOD CITY TEAM?**

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by **core values** of **excellence, integrity, service and creativity**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.



The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Public Works Services Department team that fosters innovation, creativity, and collaboration, we hope you'll apply.

**ABOUT THE POSITION**

The City of Redwood City Public Works Services Department invites you to apply for the position of Public Works Maintenance Worker I/II. This position is expected to perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of storm drains; perform a variety of semi-skilled and skilled tasks in the installation, maintenance, repair of water system mains, pipes, and facilities. The Public Works Maintenance Worker I is the entry-level classification in the Public Works Maintenance Worker series. The Public Works Maintenance Worker II is the journey level in the class series. There are currently multiple openings in the Public Works Services Department, Water Utilities section. Incumbents receive immediate supervision from higher level staff progressing to general supervision with training and experience.

**THE IDEAL CANDIDATE**

Will embrace the City's emphasis on excellent customer service; will be detail-oriented and able to manage multiple tasks; will use initiative and independent judgement; will be a team player who likes working with a variety of City staff and the public and have a sense of humor. The ideal candidate will also have public agency or special district experience or have worked in the construction field with an emphasis on plumbing.

**A few typical responsibilities include, but are not limited to:**

- Independently, or as a member of a crew, perform skilled work in the installation, repair, and maintenance of the City's water and recycled water systems.
- Operate construction and maintenance equipment such as backhoe, trencher, hydro excavator, valve truck, loader; dump truck; trash pumps, water main tapping machines, cut-off saw, line trimmers, and other power tools and equipment as necessary.
- Set up auger machine to make openings under roadways and sidewalks.
- Perform taps on active water mains, and install water mains, thrust blocks, anodes and test stations, copper and/or polyethylene tubing, hydrants, valves, meters and meter boxes.
- Perform routine maintenance and exercise on hydrants, system valves, combination air valves, anodes, and other water system appurtenances.
- Flush water mains through hydrants, blow-off valves, and customer service lines to maintain water quality.

**BUILD A GREAT COMMUNITY TOGETHER**



**BENEFITS**

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Choose from a range of HMO, PPO and EPO options ; Maximum City contribution is \$2,002 /month.
- **Dental & Vision Insurance:** The City pays 95% of the premium.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 18 days per year
- **Bereavement Leave:** Up to 3 days
- **Fitness Center:** Access at City facilities
- **Education Reimbursement Program** up to \$1,500 annually
- **Commuter Program:** City matches up to \$100/month on commuter expenses.

**Employee Safety amidst COVID-19**

The City typically follows San Mateo County guidance regarding masking and other public health measures.

- Document water discharges according to National Pollutant Discharge Elimination System (NPDES) permit requirements and water loss regulations.
- Set up traffic safety devices and barricades as necessary.
- Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.
- When in charge of water call truck, call 811 and locate City owned underground utilities utilizing locating equipment, maps, and visual inspection; locate leaks by use of ground microphone or sinking gad holes, excavate and repair leaks on water mains and services pipes according to City Standards.
- When assigned, assist Utilities Worker and/or Utilities Specialist with maintenance and operation of water tanks and reservoirs, pump stations, turnouts, pressure regulating valves, and pumping or transmission pipelines.
- Document and complete assigned tasks, maintenance activities, work orders, inspections, and forms in the Department maintenance management software.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

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

**Education & Experience**

**Public Works Maintenance Worker I:** equivalent to the completion of twelfth grade. No experience is required.

**Public Works Maintenance Worker II:** equivalent to the completion of twelfth grade. At least one year performing similar work to that of a Public Works Maintenance Worker I in the City of Redwood City, which includes work experience in one or more areas: right-of-way, sewer and storm, or water services.

**License and Certification:**

**Public Works Maintenance Worker I:**

- Possession of a valid California Class C Driver's License is required.
- Possession of, or ability to obtain within 12 months of employment, a valid California Class A Commercial Driver's License with tank vehicle (tanker) endorsement is required.
- Possession of a California State Water Resources Control Board Grade D1 Water Distribution Operator certificate, or ability to obtain within 24 months of employment, is required.

**Public Works Maintenance Worker II:**

- Possession of a valid California Class C Driver License is required.
- Possession of, or ability to obtain within 12 months of employment, a valid California Class A Commercial Driver License with tank vehicle (tanker) endorsement is required.
- Possession of a California State Water Resources Control Board Grade D1 Water Distribution Operator certificate is required.



**Working Conditions (must be able to):**

- Lift heavy objects.
- Work outside in varying climatic conditions.
- Do heavy manual labor.
- Work around construction equipment
- Be in sufficient good health to perform job tasks.

**Knowledge of:**

**Public Works Maintenance Worker I**

- Uses and purposes of general construction tools and equipment.
- Safe work practices related to area of assignment.

**Public Works Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I, the II level class requires proficiency in water services, requiring most of the following:

- Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sewers, sidewalks, storm drains, water facilities, and traffic signs/markings.
- Traffic laws, ordinances, and rules involved in truck and heavy equipment operations.
- Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.
- Standards relating to installation, location and required maintenance of traffic signs and pavement markings.
- Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.
- Application of pesticides and herbicides.
- Equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of water mains, lines, and related facilities.
- Pipefitting and cement work.
- Preparation and operation of spray-painting equipment; methods of fabricating and installing street signs.
- Operation of light and moderately heavy construction equipment.
- Procedures and techniques of maintenance of electronic parking meters and inventory of parking meters.

**Ability to:**

**Public Works Maintenance Worker I**

- Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing with others and establish cooperative and effective customer relations and good working relationships.
- Use a personal computer or mobile tablet and computerized maintenance management software.
- Learn skilled tasks in right-of-way, sewer and storm, and water service.
- Learn to operate a variety of maintenance equipment and tools.

**Public Works Maintenance Worker II**

- In addition to the abilities for Maintenance Worker I, the II level class requires the ability to do the following:
- Perform journey level skilled maintenance, construction and repair work in the area of work assigned.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Work effectively in the absence of close supervision.
- Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.



- Read and interpret basic maps and blueprints.
- Assist in the training and supervision of others and in the safe operation of equipment.
- Work safely and adhere to principles of safety when working near traffic or in other environments.
- Establish cooperative working relationships with others.

**A City application and supplemental questionnaire is required.** Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. Physical Examination
4. Drug Test

**Note:** internal candidates may be required to complete the above-mentioned requirements.

**Special Instructions:** A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.



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**SUPPLEMENTAL QUESTIONNAIRE  
PUBLIC WORKS MAINTENANCE WORKER I/II (WATER)  
#23A-46  
CITY OF REDWOOD CITY**

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*Please provide answers to the following questions. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)*

1. Did you graduate from high school or receive your GED?
  - a. Yes
  - b. No
  
2. Do you currently possess a valid California Class A Commercial Driver License, or a valid California Class B Commercial Driver License? If not, would you be able to obtain a Class A Commercial Driver License within 12 months of employment?
  
3. How many years of construction or maintenance experience do you have?
  - a. I have no construction or maintenance experience.
  - b. Less than 2 years
  - c. 2 – 5 years
  - d. More than 5 years
  
4. What is your experience operating heavy machinery or specialized equipment (i.e. backhoe, jack hammer, welding, water main tapping machine, etc.)?
  
5. Do you currently possess a Water Distribution Certificate issued by the California State Water Resources Control Board? If not what steps have you take to become certified? Please provide details.
  
6. Do you have experience with computerized maintenance management systems?

**Fine Print.** [The City of Redwood City is proud to be an Equal Opportunity Employer!](#) *The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Depending on the number of applications, the above process may be altered. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice*

