

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:



Public Works Maintenance Worker IV

Supplemental Questionnaire Required

Promotional Only

Job # 23-MU9-01

Salary: \$6,313 – 7,971 / Month

Closing Date: June 8, 2023

THE JOB: Under direction, act as crew leader and assistant supervisor to Public Works Maintenance Workers performing maintenance and construction activities on roads, bridges, and drainage facilities and perform other duties as required. **The list established from this recruitment may be used to fill current and future vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be: One year of experience performing duties comparable to those of a Public Works Maintenance Worker III at the County of Santa Cruz.

SPECIAL REQUIREMENTS: Possession of a valid California class B driver license; and within six months from hire, possession of a valid California class A driver license with Tank Endorsement.

Special Working Conditions: Exposure to variable temperatures and weather conditions; cramped work spaces; heights, such as on equipment, on cliffs or in the bucket of a bucket truck; high levels of noise; strong, unpleasant odors; vibration; dust and silica dust; potentially hostile or violent individuals; electrical hazards; allergens, such as poison oak and stinging insects; the possibility of experiencing burns, bodily injury, and contact with toxic substances and chemical irritants; working alone in isolated areas; and, for some assigned tasks, possible exposure to needles or blood which could possibly result in chronic disease or death.

Other Special Requirements: Alcohol and drug tests will be administered to all candidates prior to final selection for positions requiring class A or B driver licenses upon entry and to employees in positions requiring these licenses, as mandated by the Department of Transportation federal regulations. In addition, all candidates must provide specific employment history for up to the past ten years for all jobs they have held which required operation of a commercial motor vehicle. Availability to work irregular hours, including responding to twenty-four-hour emergency calls.

Knowledge: Thorough knowledge of safe road construction practices and basic methods and materials used in road, bridge, or drainage maintenance work. Working knowledge of the proper operation and maintenance of heavy and light road construction equipment; the proper use and maintenance of hand tools and power tools used in public works maintenance work; and the principles of supervision and training.

Ability to: Assign, direct, and coordinate the work of a large crew or several small crews engaged in a variety of public works maintenance activities; train subordinate staff in the operation of equipment, the performance of specialized maintenance activities and safe work practices; skillfully operate complex heavy equipment used in

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

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road construction work; understand and carry out oral and written instructions; use and operate tools and equipment efficiently and safely; prepare written and oral reports related to the activities performed by assigned crew; communicate effectively with co-workers, the public and outside agencies; work cooperatively with others as part of a crew; work while standing for up to eight hours per day; lift items weighing up to 75 pounds; perform tasks requiring strength, such as shoveling, lifting equipment and materials into trucks, climbing over rough terrain, and using chain saws and pole saws; drive vehicles such as pickup trucks, two-axle dump trucks, tank vehicles, and flatbed trucks; learn to operate heavy equipment, such as motor graders, hydraulic excavators and cranes; distinguish colors, such as color-coded underground service alert markings and color-coded traffic signs; put on, wear and use a respirator and other safety equipment, such as hard hats, gloves, safety glasses, and ear protection; hear and distinguish various sounds, such as voices of workers in noisy environment and sounds of operating equipment.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit is determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Public Works Maintenance Worker IV - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe in detail your knowledge and experience with road maintenance and maintenance planning and practices.
2. Describe in detail your knowledge and experience with providing leadership, training, and safely directing the work of a crew.
3. Describe in detail your experience with heavy equipment operation, including the types of machines used, how you utilized them in your past or current jobs, and the types of specialty projects performed with them.
4. If you possess a Class A or Class B Commercial Driver License, please list any endorsements you have.
5. In the past ten (10) years, have you had any jobs that required you to operate a commercial motor vehicle and possess a Class A or Class B Commercial Driver License? If you answered YES, you must complete the work history described in Question 6.

Yes

No

6. Department of Transportation federal regulations require that the County of Santa Cruz obtain specific employment history for any and all jobs that you have held in the last ten (10) years that required you to operate a commercial motor vehicle. For each of these jobs, you must provide the information requested below. Starting with the most recent employment, list:

- name and address of former employers
- dates of employment (from and to)
- number of hours worked per week
- type of vehicle driven
- reason for leaving

Note: The provisions of this bulletin do not constitute an expressed or implied contract.

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County of Santa Cruz

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