



WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County. The City of Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Cultivating a strong sense of community and civic pride are the cornerstones to the City's success. Building on its rich heritage, City leaders understand the importance of balancing growth and preserving a high quality of life for its citizens. The City's motto, "A Place for Families in the Heart of the Delta" is evidenced everywhere you go – the City boasts highly ranked schools, safe neighborhoods, and has been named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.

***The City of Oakley is committed to the
3P's of Public Service:***

***Polite
Professional
Progressive***

COMPENSATION

The hourly rate of pay is \$12 to \$20. This is a part-time position limited to 960 hours per fiscal year. Benefits are not provided.

APPLICATION PROCESS

The **REQUIRED** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting the Human Resources Division page on the City of Oakley website at www.ci.oakley.ca.us.

Applications are due on **April 16, 2019 by 5:00pm**. Faxes and postmarks will **NOT** be accepted.

SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE minimum qualifications will be notified to participate in the interview process. All applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Division and request an accommodation at least 3 business days prior to the interview.

OAKLEY



CALIFORNIA

- Now Hiring -

**FACILITIES MAINTENANCE
AIDE**

\$12 to \$20 per hour

Depending upon qualifications

This is a part-time position, limited to 960 hours per fiscal year. Benefits are not provided.

Final Filing Date:

Before 5 p.m. on April 16, 2018



Human Resources Department
3231 Main Street
Oakley, CA 94561
www.ci.oakley.ca.us

THE DEPARTMENT AND POSITION

The City of Oakley is hiring a part-time *Facilities Maintenance Aide* to meet the various maintenance needs within the City of Oakley buildings.

Under direct supervision, performs simple routine janitorial skills, uses cleaning tools, equipment and supplies to keep assigned areas and City buildings in a clean, neat, and orderly condition; performs minor building maintenance work; and related work as required. Nature of work requires sustained physical effort, involving continuous light work and occasional heavy work in moving or lifting furniture and equipment.

This position works approximately 19 hours per week (not to exceed 960 hours in a fiscal year) and benefits are not provided. **Regular schedule to be agreed upon after conditional offer has been made. This position may require working weekends, holidays, or other irregular hours.**



EDUCATION AND TRAINING

A combination of education and experience that would provide the required knowledge and abilities is qualifying.

Experience: At least six (6) months related experience and/or training.

Education/Training: High school diploma or general education degree (GED) equivalent.

Physical: The physical demands described are representative of those that must be met by an



employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

License: Possession of a valid California driver's license, Class C or higher.

KNOWLEDGE, ABILITIES, & WORK ENVIRONMENT

Work Environment:

- The employee is occasionally exposed to wet and/or humid conditions, outside, inside, constant noise, dusty working materials.
- Some exposure to accident and injury hazards and disagreeable elements.

Knowledge of:

- Good working knowledge of the methods, materials, chemicals, disinfectants, safety practices and equipment used in janitorial work

Ability to:

- Read the labels of cleaners and chemicals used during the course of work assignments
- Skill to use and care for janitorial equipment and supplies
- Ability to read, write, and follow written and oral communication in English
- Troubleshoot and resolve minor problems involving related tasks assigned
- Lift and carry items weighing up to 50 pounds
- Frequently pull and push heavy items or lift and reach above shoulders using proper techniques
- Repeatedly bend, stoop, kneel, crouch, crawl, stand and walk

REPRESENTATIVE DUTIES

- Vacuums rugs using industrial type vacuum cleaner
- Sweeps, scrubs, mops, spot cleans and waxes floors
- Cleans, dusts, and polishes cabinets, furniture and woodwork; glass tops; empties and cleans waste receptacles and ashtrays; cleans hallways
- Cleans offices, conference rooms, and lobbies; cleans ceiling, walls, window shades, light fixtures and window blinds
- Cleans, disinfects, and deodorizes kitchen areas, sinks, drinking fountains, lavatories, urinals, and toilet bowls, and may perform minor duties in unclogging sinks and toilets
- Loads and empties dishwasher daily
- Replenishes and restocks supplies and paper products in bathrooms, kitchens, and stock rooms; keeps all bathrooms, janitorial, and stockrooms in a clean, orderly, and sanitary condition; advises supervisor when more materials and equipment are needed or when equipment is in need of repair or replacement
- Washes interior glass partitions and interior and exterior windows, which can be easily reached from floor or ground level
- Adjusts, cleans, changes brushes, rollers, buffer pads, and other attachments on cleaning equipment and maintains equipment in good working order
- Picks up litter in and around City Hall; reports evidences of vandalism, broken plumbing, windows, doors, locks, etc.
- Turns out lights and locks doors
- Occasionally climbs ladder to clean windows, gutters, and change light bulbs
- Other related duties as required