



## Maintenance Worker

The Town of Ross is seeking a full-time Maintenance Worker in the Public Works Department, to perform a variety of semi-skilled and skilled maintenance activities and operations necessary to maintain and clean streets, storm drains, public right-of-way, landscaped areas, equipment, buildings and other public facilities.

Under general supervision from supervisory and management staff, incumbents are expected to have an experienced working knowledge of tools and work methods in one or more of the functional areas. Two years of prior experience in street, building, and landscape maintenance is required.

### **Duties and Responsibilities:**

*Typical duties include, but are not limited to the following:*

- Maintain and repair drainage systems. Assist in the installation of small storm drain culverts and catch basins. Manually clean storm drain inlets, catch basin and ditches.
- Patch, repair and maintain road and shoulder surfaces.
- Work in high volume traffic areas and on narrow winding roadways.
- Performs maintenance and repair tasks involving carpentry, electrical, plumbing and/or vehicle maintenance.
- Operates power equipment such as chainsaws, power saws, gas trimmers, electric blowers, generators, and similar equipment.
- Removes debris and assists in cleaning and clearing of public parks, roads, and recreation facilities.
- Installs street signs and post and pavement markers.
- Paints curbs, handrails, and similar facilities.
- Mow lawns and perform routine maintenance of sprinkler systems; perform a variety of grounds maintenance tasks, including planting and pruning trees, trimming, raking, weeding, cultivating and irrigating.
- Operates Town vehicles and equipment such as dump truck, loader, and pickup trucks.
- Uses shovels, rakes, and other hand tools.
- Performs routine and special maintenance on vehicles and other Town equipment.
- Has knowledge of basic safety procedures.
- Performs related duties and responsibilities as required, including prolonged emergency duty during Town disasters.

### **Knowledge of:**

Practices, methods, materials, and safety practices used in municipal field construction, repair and maintenance work. Proper work zone safety and traffic control procedures as required when working in high volume traffic on major arterial streets and narrow winding roads. Vehicle codes

and safety practices relevant to operating light and moderately heavy vehicles and equipment. Stormwater Best Management Practices for construction sites and Town facilities. Knowledge of proper installation of municipal drainage systems, maintenance, and repair procedures.

**Ability to:**

Operate in a safe manner a variety of power equipment and tools used in the construction, repair and maintenance of public works facilities. Work outside in a variety of climatic conditions. Intermittently sit while operating motorized equipment; bend, squat, climb, kneel, twist, work in tight confined areas, and reach when operating equipment or installing parts, or digging, cleaning, and spreading; perform simple and power grasping, pushing, pulling, and fine manipulation; distinguish colors used in marking utility facilities; and lift or carry weight of 90 pounds or more. Establish and maintain effective working relationships with those contacted in the course of work. Knowledge of basic to intermediate building maintenance, including performing electrical and plumbing maintenance tasks is desirable.

**Licenses Required:**

Possession of a valid California Class C Driver's License and a good driving record.

**About the Town of Ross**

Ross is located in the heart of the Ross Valley in Marin County, approximately 15 miles from the Golden Gate Bridge and 15 minutes from the Richmond-San Rafael Bridge. It is primarily a single family residential community of approximately 2,500 residents. Our town center includes the wonderful Ross Common, the nationally renowned Ross School and the charming, albeit small, Ross commercial area.

**Compensation**

Salary up to \$65,000 depending on qualifications.

*The Town offers a comprehensive benefit package including CalPERS Retirement 2% at 60 for Classic employees, and 2% at 62 for those new to PERS. Other benefits include Medical, Dental, Life and Long-term Disability insurance as well as paid leave.*

*Please note: As a condition of employment, you must successfully pass a background verification check (which covers the past 7 years), drug screen, physical examination, and fingerprint check.*

**How to Apply**

Qualified applicants are invited to apply via email to [llopez@townofross.org](mailto:llopez@townofross.org) and submitting the following documents:

1. Cover Letter
2. Resume
3. Town Employment Application (which can be found at <http://www.townofross.org/hr>).

Deadline for submission is **September 10, 2019.**

*No phone calls please.*