



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE 10 days in-County <i>FFD: 3/10/2015</i>	Public Works Maintenance Craftworker Public Works Department (Facilities Division) Primarily Bridgeport, CA	SALARY (\$3,722 - \$4,523/mo.) 40 hrs. per week
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The County of Mono is accepting applications for the position of Public Works Maintenance Craftworker. Qualified applicants not selected for this position will be placed on a one (1) year eligibility list from which future vacancies may be filled. The ideal candidate will be a motivated individual interested in a challenging career opportunity in the Facilities Division of the Public Works Department & be skilled in all aspects of building construction & maintenance. The candidate must possess a Class A commercial driver's license or will obtain a Class A license as well as a current California State Contractors license.

Examples of Duties: Performs the full range of duties in the maintenance and repair duties of county buildings and grounds; performs carpentry, painting, plumbing, welding, HVAC, and electrical work; performs building alterations; makes repairs and adjustments on electrical, pneumatic, and electronic control devices, steam and/or hot water boilers, furnaces, pumps, and kitchen and laundry appliances; maintains ventilation systems, air compressors, emergency generators, and air conditioning equipment; installs electrical fixtures; provides 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; operates hand tools and power tools; 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; learns to operate heavy equipment such as trucks, tractors, graders, loaders, and snow equipment; snow removal; constructs, assembles, and repairs furniture; may oversee and assign work to temporary staff in the facilities division; completes and maintains accurate records and reports; maintain confidentiality

Desirable Qualifications

Ability and willingness to:

- Perform a variety of skilled and semi-skilled work in maintenance, and construction of public works facilities.
- Operate equipment.
- Maintain basic records.
- Perform heavy physical labor.
- Perform a wide variety of facilities maintenance and repair.
- Recognize and locate conditions, which require maintenance and repair work.
- Use and care for hand and power tools utilized in the facilities maintenance and construction.
- Estimate time and materials needed to perform facilities maintenance, construction, and repair jobs.
- Good oral and written communication skills.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationships
- Use computers.
- Maintain confidentiality.
- Follow oral and written directions.
- Maintain and make basic repairs to equipment.

Training & Experience: Any combination of training & experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be: Two years increasingly responsible work experience equivalent to a Public Works Maintenance Worker III. Successful completion of College or Trade School Coursework in the construction Trades is highly desirable.

Special Requirements:

Possession of a Class A driver's license, with appropriate endorsements valid in California as well as a current State of California contractors license.

Application Process:

For a complete job description and application contact the County Administrative Office at (760) 932-5412 or email: hr@mono.ca.gov. Apply immediately! **All completed County applications** received in our office will be considered. Faxes or email applications will be accepted (760) 932-5411 provided the application with the **original** signature is postmarked by the filing deadline.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE
P.O. Box 696 ~ Bridgeport, California 93517
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<http://www.monocounty.ca.gov/>