



**CITY OF FORTUNA  
EMPLOYMENT OPPORTUNITY  
LEAD STREET MAINTENANCE WORKER  
Full-time, with benefits.**

<b>SALARY:</b>	<b>\$36,344 to \$44,218 per year (Incentives Available)</b>
<b>APPLICATION:</b>	<b>Submit Resume and Application Form to: Attention: Human Resources City of Fortuna 621 11th Street, P. O. Box 545 Fortuna, CA 95540</b>
<b>FINAL FILING DATE:</b>	<b>Applications must be received by 4:00 pm on Friday, April 27, 2018</b>

*The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.*

**DEFINITION:**

Under the general direction of the General Services Superintendent, to perform a variety of work assignments in the maintenance, repair, and construction of City public works facilities; to perform a variety of specialized equipment operation assignments including backhoes, scrapers, graders, and other equipment; to provide lead supervision for projects; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS:**

Lead Street Worker is a full time, front-line supervisor, single position class with responsibility to lead crews and participate in a variety of work assignments in the maintenance, repair, and construction of City public works facilities. Incumbent may represent the General Services Superintendent in the field for assigned work tasks. Work is performed under the general direction of the General Services Superintendent with considerable latitude granted for the exercise of independent judgement and initiative. Work is typically performed outdoors, and may include work in inclement weather. Work assignments may include heavy physical and manual labor.

**SPECIAL CHARACTERISTICS**

- This position is classified as FLSA non-exempt.
- This position is represented by the Fortuna Employees Association (FEA).
- The Lead Street Worker performs safety-sensitive functions by operating and maintaining commercial motor vehicles, and is a designated position for purposes of Federal Department of Transportation, Federal Highway Administration, 49 CFR, Controlled Substances and Alcohol Use and Testing, and shall be subject to random drug and alcohol testing. Drug testing will be a part of the pre-employment physical.

**EXAMPLES OF DUTIES:**

Provides lead supervision for crews in carrying out duties related to streets and other public works projects. Operates a variety of medium and heavy equipment in the repair, maintenance, installation, and construction of the City's public works facilities; cuts and backfills trenches; drives a truck and trailer rig in hauling equipment and materials to work sites; installs, repairs, and maintains streets, storm drains, and other public works facilities; inspects facilities to insure proper operations; operates sewage collection system clearing and cleaning equipment; installs and repairs street signs; stripes pavement and marks areas for Underground Service Alerts (USA's); participates in a variety of maintenance, construction, and public works projects; operates a variety of hand and power tools; performs concrete, curb, gutter and asphalt work; responds to emergency repair calls; performs heavy physical labor.

**JOB REQUIREMENTS**

- At time of hire, possess a Class B California Driver's License or obtain license within one (1) year of employment and maintain throughout employment. Incumbent will participate in the DMV "Pull Program".
- Demonstrated ability to correctly and safely operate heavy equipment including backhoes, scrapers, graders and others.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- *Safe work practices*
- Uses and functions of all types of maintenance and repair equipment utilized by the City.
- Operating characteristics, maintenance requirements, and basic repair of assigned heavy equipment.
- Methods, materials, and practices used in the City's Public Works maintenance and construction activities.
- Uses and purposes of hand tools.
- Principles of team leadership.

### **And Ability to:**

- Perform and lead others in a wide variety of operations, inspection, maintenance, and repair work on the City's streets, sidewalks and other public facilities.
- Read and understand plans, specifications and engineering to complete and/or oversee assigned projects.
- Organize resources, including personnel, equipment and materials, to complete assigned projects.
- Perform complex equipment operation assignments in variety of maintenance and construction assignments.
- Perform skilled and semiskilled public works maintenance and construction assignments.
- Provide lead supervision for other staff.
- Use hand and power tools skillfully.
- Perform heavy manual labor.
- *Establish and maintain effective working relationships.*
- *Communicate effectively with others, both orally and in writing, using both technical and non-technical language.*
- *Understand and follow oral and/or written instructions, policies and procedures.*
- *Prepare and present accurate and reliable reports containing findings and recommendations.*
- *Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.*
- *Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.*
- *Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.*
- *Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.*
- *Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.*

### **And Education and Experience:**

High School diploma or GED required. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be three (3) years of increasingly responsible, related work experience such as would be done by a Street Worker III or Lead Street Worker working for the City of Fortuna, including one (1) year of supervisory experience. Demonstrated ability to correctly and safely operate heavy equipment including backhoes, scrapers, graders and others.

## **ESSENTIAL PHYSICAL ABILITIES**

- *Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;*
- *Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form*
- *Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.*

## EMPLOYEE BENEFITS

Salary	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for step increases annually.
Retirement	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 <sup>st</sup> tier applies to members employed prior to March 1, 2012. The 2 <sup>nd</sup> tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 <sup>rd</sup> tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. <b>Miscellaneous:</b> Tier 2: PERS CLASSIC MEMBERS (2% at 55, 3 highest years) - The current 7% employee contribution is paid by the employee. Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years) - The 6.25% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
Insurance:	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 copay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2017-2018, the maximum employee contribution for full coverage for employee only is \$76.76 per month, employee + 1 is \$130.92 per month, and employee + two (or more) is \$179.80 per month. A variety of supplemental insurance coverages are also available through AFLAC
Assistance Program:	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal/financial issues.
Deferred Comp.	ICMA and VALIC deferred compensation plans are available to employees choosing to participate.
Vacation:	Two weeks after one year; three weeks after six years and four weeks after eleven years.
Holidays:	Twelve paid holidays annually.
Sick Leave:	Accrual at the rate of eight hours per month
Other Benefits	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to FEA employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating and the Summer Fun program
<b>Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.</b>	

### EQUAL OPPORTUNITY:

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

### REASONABLE ACCOMMODATION FOR THE DISABLED:

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process, must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

### IMMIGRATION LAW:

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.  
ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.**



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Obtain application package and complete job description from City of Fortuna  
621 11<sup>th</sup> Street, Fortuna, CA 95540 • (707) 725-7600 • [www.friendlyfortuna.com](http://www.friendlyfortuna.com)

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