



# EMPLOYMENT OPPORTUNITY

16400 Colorado Avenue \* Paramount, CA 90723 \* (562) 220-2027 \* (562) 220-2080 Job Hotline

- POSITION:** **MAINTENANCE AIDE** (At-Will/Hourly/Part-Time Position)
- SALARY:** **\$12.21 - \$14.84 per hour**, appointment is generally made at the beginning step; approximately 20 hours per week - scheduling includes weekday and weekend shifts
- FILING DEADLINE:** **Open Until Position(s) are Filled.** City applications must be completed and submitted in person, via U.S. mail, or to the City's e-mail account at [jobs@paramountcity.com](mailto:jobs@paramountcity.com). Postmarks and faxed applications will not be accepted. *Note: City Hall will be closed on Monday, July 4<sup>th</sup>, 2016 in observance of the Independence Day holiday.*
- QUALIFICATIONS:** Education and Experience: High school graduation or equivalent desirable. Requires recent paid maintenance experience.  
Knowledge and Ability: Knowledge of the routine tasks relating to maintenance work. Ability to perform various types of heavy manual labor, repetitively lift up to 80 pounds, operate heavy equipment, work outdoors, safely operate power equipment used in grounds, building, road, and water maintenance; perform work requiring physical strength and dexterity; follow oral and written directions and work with fellow employees and the public.  
License Required: Valid Class C California Driver License and acceptable driving record.
- GENERAL DUTIES:** Under supervision, performs variety of maintenance duties for the City. May include mowing and edging of landscape; cleans drinking fountains, restroom facilities, and roadways; collects trash. Installs, maintains, paves, and patches asphalt and concrete streets and parking areas; builds forms for sidewalks; pours cement. Repair of electrical, electronic, plumbing and irrigation systems; maintenance of vehicle fleets; carpentry, painting, woodworking, and other building maintenance related projects. Reports work progress; submits purchase requisitions for materials and equipment and performs other duties as assigned.
- SELECTION PROCEDURES:** Completed applications must be returned by the filing deadline listed above. Application packets will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best relate to the position will be invited to participate in the recruitment process. Possession of the minimum qualifications **does not** ensure an invitation to the recruitment process. The selection process will include an oral interview and may include other testing processes designed to predict successful job performance.
- Reasonable accommodations for applicants with disabilities may be requested by calling the Personnel Office at least three (3) business days in advance of the scheduled examination/interview date. City appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, a Live-Scan fingerprint check through the Department of Justice, and credit check. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The City may change the duties of the position at any time. The City reserves the right to change any of the selection procedures or cancel the recruitment
- HOW TO APPLY:** Application and information may be obtained from the Personnel Office at 16400 Colorado Avenue, Paramount, CA 90723. **Telephone:** (562) 220-2080. **Office hours:** Monday-Thursday from 8:00 a.m. to 5:30 p.m., and Fridays from 8:00 a.m. to 5:00 p.m. **Website:** [www.paramountcity.com](http://www.paramountcity.com). **17-02PM/DL**

*The City of Paramount, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures or practices.*