



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**BUILDING AND MAINTENANCE WORKER I OR II**  
Application Deadline: June 19, 2019

**DEPARTMENT:** Public Works  
**LOCATION:** Countywide  
**SALARY:** Level I: Range 56 \$3292 \$3449 \$3620 \$3802 \$3994\*\*  
Level II: Range 60 \$3612 \$3788 \$3978 \$4181 \$4387\*\*

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:** To perform a variety of skilled and semiskilled duties in the maintenance, construction, and repair of buildings and equipment; and to perform related duties as assigned.

**ESSENTIAL JOB DUTIES:** Alters, repairs, or constructs articles and structures of wood such as cabinets, partitions, counters, doors, window frames, forms, and fences; repairs office furniture, equipment, and wooden fixtures; maintains and repairs woodwork of buildings; builds cases and shelving; fits doors, windows, and screens; maintains tools and equipment; installs cabinet tops and hardware; performs glazing work, cuts and installs window glass; repairs existing plumbing systems; installs water piping, sewer mains, and laterals; replaces or repairs pipes, valves, fittings; replaces water closets, flush valves, ball cocks; cleans out waste piping; works from blueprints and sketches; orders materials and maintains a list of materials on hand; cleans, sands, seals, and otherwise prepares and paints using roller, brush, or spray as required; inspects, disassembles, ventilating, and refrigeration units and systems; tests for defective parts and determines cause of malfunction; inspects wiring, visible relay contacts, capacitors, and motors and belts; replaces damaged or malfunctioning parts; changes filters, oils, and cleans equipment; adjusts and installs switches, gauges, and other control systems; installs and replaces tubing and pipe as necessary; may supervise, assign, and review work of an assigned assistant; inspects, repairs, replaces, and installs lighting devices, motors, clocks, bells, wiring, conduit, switches, plugs, sewage pumps, magnetic contacts, circuit breakers, vacuum tubes, relays and resistors; works from wiring diagrams and schematic diagrams; may perform welding duties; may assist other building and maintenance workers as necessary; performs journey level tasks as assigned.

**EMPLOYMENT STANDARDS**

**Experience:** Level I - High school graduate or equivalent with three years of full-time, journey level experience in one or more of the building trades.

Level II - High school graduate or equivalent with four years of full-time, journey level experience in one or more of the building trades.

**Knowledge of:** Materials, methods, tools, and safety practices of two or more of the following trades: plumbing, carpentry, painting, heating and air conditioning, hazardous materials, and safe work practices.

**Ability to:** Perform journey level work in plumbing, electrical, mechanical, painting, or carpentry; estimate materials and time required for jobs; read blueprints and work from plans, drawings, sketches, and specifications; work cooperatively with coworkers and others contacted in the course of work.

**Physical ability to:** Meet and maintain standards of physical endurance and agility; perform heavy manual labor; lift in excess of ninety pounds; use a pick and shovel; move tools and equipment by pushing and pulling; stand and walk on uneven surfaces; work in confined spaces; work in adverse weather conditions; must have the physical stamina to withstand repetitive bending, twisting, squatting, and reaching overhead.

**Core Competencies:**

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

**Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

**Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

**Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

**Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

**Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

**Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

**Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

**Special requirements:** Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must be willing and able to work on-call and/or overtime; must successfully complete a County background investigation and physical, prior to employment.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, skills examination, and oral interview.

**APPLICATION:** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **June 19, 2019** (postmarks not accepted). Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST FOR UP TO ONE YEAR IN THE CASE OF FUTURE VACANCIES IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). **All Inyo County positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head.