



CITY OF GARDENA

CAREER EMPLOYMENT OPPORTUNITY

HEAVY EQUIPMENT OPERATOR

(OPEN/COMPETITIVE)

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
\$4,671	\$4,905	\$5,150	\$5,408	\$5,678	\$5,962

Filing Deadline: Friday, October 12, 2018 at 3:00 p.m.

Salary: The salary range is based on a 6 step merit system with new employees hired at the first step with progression to the second step upon successful completion of a probationary period, with an annual review thereafter. Cost of Living Adjustment (COLA) is negotiated with the representative labor group and is separate from merit steps.

Vacation: 8 hours per month increasing with years of service.

Holidays: 12 fixed holidays per year plus additional 20 hours of floating holiday.

Sick Leave: 10 hours per month accumulated per year with no maximum accumulation.

Retirement: The City participates in the Public Employees Retirement System and the employee pays a 7% employee contribution towards retirement (2% @ 55); no Social Security. New hires not already members of CalPERS will be enrolled according to PEPRA (2% @ 62)

Health Insurance: Medical, vision, prescription and dental coverage is provided. City currently pays the premium for employee plus one dependent.

THE POSITION

Under general direction, operates heavy, power-driven street maintenance or construction equipment as a major assignment; performs incidental construction and manual labor as necessary; occasionally acts as a lead worker on a small crew; does related work as required.

ESSENTIAL DUTIES

- Operates and makes minor adjustments and emergency repairs to power-driven equipment, such as tractors, motor graders, cranes, dozers, rollers, skip loaders and similar types of equipment used in maintenance and construction work;
- Operates auxiliary mechanical equipment on the vehicles;
- Loads and unloads materials and equipment;
- Performs heavy and semi-skilled construction, maintenance and labor work when the nature of the job does not require constant operation of the equipment;
- Assists in resurfacing, oiling and patching roads, and in removing brush and undergrowth from road right-of-way;
- Washes and cleans equipment;
- Advises supervisor on operating conditions, reporting need for mechanical adjustment and repair;
- Keeps simple records of mileage and work performed;
- Supervises a small work crew in general labor and clean-up operations;
- May operate motor sweeper in cleaning assigned streets when necessary, and cleans and adjusts the equipment used.

ORGANIZATIONAL RESPONSIBILITIES

A major assignment of this classification is to operate heavy-duty equipment used in the street maintenance program. When not required to operate equipment, incumbents are assigned to work with street, sewer or other Public Works maintenance crews. Incumbents may also be assigned duties as relief Street Sweeper Operator.

EDUCATION AND EXPERIENCE

High school graduate or equivalent G.E.D. Certificate AND three (3) years of experience in construction and maintenance work which shall have included as a major assignment the operation of such equipment as dump trucks, tractors, skip-loaders and rollers, cranes and motor graders. Experience may be substituted for the required high school education on a year-for-year basis to a maximum of two (2) years. Must have Knowledge of the WATCH manual.

LICENSE

Must have and maintain a valid California Class B Driver's License.

Additional Benefits: Tuition Reimbursement of \$2,500 per fiscal year, Deferred Compensation, Credit Union, \$40,000 City-Paid Life Insurance.

The Gardena Community:

Located just 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County, Gardena is strategically located near the intersection of the Harbor (110), San Diego (405) and Gardena (91) Freeways. Gardena is a General Law City, incorporated in 1930, and operates under the Council-Manager form of government with a Mayor and four City Council Members elected at large. The City Clerk and City Treasurer are also elected. Gardena encompasses 5.95 square miles with an ethnically diverse population of approximately 62,000. Gardena, the "All-America City," is a mixed residential and business community with City government that prides itself in providing a full range of quality services to the community, including a municipal bus line.

Immigration Reform & Control Act of 1986:

In compliance, all new employees are required to provide documentation verifying identity and entitlement to work in the United States.

Provisions of this bulletin do NOT constitute an expressed or implied contract.

Any provisions contained in this bulletin may be modified or revoked without notice.

Membership in the Gardena Municipal Employees Association (GMEA) is mandatory.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of street construction or maintenance equipment and the operation, care, minor adjustments and repair of such equipment; of the provisions of the California Vehicle Code, Standards and Guidelines of the Watchbook and other traffic laws, ordinances and rules involved in automotive operation on City streets; of the principles of supervision; ability to detect needed mechanical work and to make minor adjustments to equipment; to skillfully and safely operate the particular type of equipment assigned; to work without immediate supervision in the field, and to supervise the work of a small crew.

FILING, SELECTION & TESTING PROCESS

To apply, submit an original City of Gardena Employment Application to the Human Resources Office; address listed below. **Applications submitted to any other office will be rejected unless otherwise directed.** Incomplete or illegible applications will be rejected. No copies, FAX or email copies. **We do not make copies of applications, DMV printouts or certifications.** Please come prepared with all applicable materials for submission. Postmarks are not accepted. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process.

The examination may consist of a written test, functional hands-on skills test and/or oral interview. The examination process may be changed as deemed necessary by the City Human Resources Officer.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Gardena does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex or sexual orientation. The City of Gardena maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

SUBMIT APPLICATIONS TO: CITY OF GARDENA HUMAN RESOURCES OFFICE

1700 W. 162ND STREET, GARDENA, CA 90247

Human Resources Office: (310) 217-9688

www.cityofgardena.org

24 HR Job Hotline: (310) 217-9515



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