



The City of Simi Valley is accepting applications for:
Building Maintenance Technician

This recruitment is open until filled and may close at any time. The first review of applications will occur on **July 24, 2017, or when 75 applications are received.**

Salary: \$20.30 - \$25.92 per hour, Plus Excellent Benefits.

The Position: Under direction, maintains and repairs City buildings and facilities; oversees and evaluates the work of contractors; and performs a variety of tasks relative to the assigned area of responsibility.

The Ideal Candidate will:

- Perform electrical, HVAC, plumbing, carpentry, locksmithing and painting to maintain municipal buildings.
- Travel from site to site; inspect facilities, buildings and grounds for routine maintenance; prioritize repairs and renovations.
- Respond to public inquiries in a courteous manner, provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Participate in preparation of building maintenance budget; monitor budget expenditures.
- Read and interpret blueprints and plans.
- Understand and follow oral and written instructions, and communicate clearly and concisely.

Minimum Qualifications: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training in the building trades or related field.

Experience: Three years of increasingly responsible general facilities maintenance experience.

License/ Certifications: Possession of, or ability to obtain, an appropriate, valid driver's license. In addition, to a valid refrigerant transition and recovery certification.

How to Apply: Visit www.Calopps.org to apply on-line or contact Human Resources via e-mail at hr@simivalley.org or call (805) 583-6743. Resumes will not be accepted in lieu of the City's application materials.

Selection Process: Although candidates may meet the minimum qualifications listed, an interview is not guaranteed as interviews may be limited to those who possess the best combination of qualifications for this position.

Applicants seeking Veteran's Preference must submit form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

AN EQUAL OPPORTUNITY EMPLOYER
ENCOURAGING WORKFORCE DIVERSITY

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked at any time.

Benefits:

Retirement: CalPERS 2% @ 55 or 2% @ 62 defined retirement plan. Employees currently pay a 7% contribution.

Medical: \$128/mo, plus up to \$1,695.92/mo in "Simiflex Dollars," (cash to offset the cost of health or other optional benefits)

Dental: A PPO and HMO plan are available. Employee cost ranges from \$0 to \$24.60 per month.

Vision: A plan is available with a cost of \$0.76 per month.

Life Insurance: \$75,000 for employees and \$5,000 for each dependent is provided at no cost.

Deferred Compensation: 457 plan, the City will match employee contribution up to \$28.62 per pay period.

Annual Leave (Vacation & Sick Leave): 172 hours/year for the first five years & 212 hours/year after five years.

Holidays: 11 paid holidays per year (paid at eight hours each), as well as an 8-hour floating holiday.

Optional benefits and tuition reimbursement are also available.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Building Maintenance Technician

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to the position of Building Maintenance Technician. Resumes will not be accepted in lieu of this form.

Please answer the following questions using a separate sheet of paper. Print or type your responses and be as concise and specific as possible in your answers.

1. Describe your experience related to routine building maintenance. Please include where (employer) and when (dates) you gained this experience.

2. Describe your experience troubleshooting, installing and repairing electrical systems? Please include where (employer) and when (dates) you gained this experience.

3. Please describe your experience overseeing and reviewing the work of contractors and/or sub-contractors. Please include where (employer) and when (dates) you gained this experience.

4. Please describe your experience troubleshooting and repairing HVAC systems. Please include where (employer) and when (dates) you gained this experience.

5. Do you possess or have the ability to obtain a valid refrigerant transition and recovery certification?

6. Do you possess or have the ability to obtain a valid drivers license?

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.

Name (please print)

Name (signature)

Date