



CITY OF SACRAMENTO
Department of Human Resources
915 I Street, Historic City Hall
Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
Equipment Serviceworker**

An Equal Opportunity Employer

SALARY

\$16.77 - \$23.59 Hourly \$1,341.40 - \$1,887.49 Biweekly

ISSUE DATE: 02/01/18

FINAL FILING DATE: 02/15/18

THE POSITION

DEFINITION

To perform semi-skilled work in servicing, maintaining, and repairing heavy equipment and automotive vehicles.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by an Equipment Maintenance Supervisor. Indirect supervision may be provided by Equipment Mechanic positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Grease and lubricate automobiles, trucks and heavy automotive equipment; service batteries and other parts.
- Perform brake repair and replacement work as required.
- Identify and report major repair and maintenance problems.
- Change and repair tires and install and service batteries, spark plugs, light bulbs, engine drive belts and other mechanical parts.
- Perform preventative maintenance and light repair on City equipment as required.
- Perform service calls; make temporary repairs; pick up and deliver vehicles to outside garages; pick up parts.
- Assist in the general maintenance of equipment maintenance shop area.
- Maintain records and reports relating to equipment servicing.
- Provide exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

- Lubricating systems and oils, greases and attachments used in lubricating automotive and related equipment.
- Brake systems, parts and repair methods.
- Equipment operation, utilization and repair.
- Less complex components of municipal equipment.

- Repair tools and their safe uses.
- Occupational hazards and standard safety precautions necessary in the work.

Ability to:

- Understand and carry out oral and written instructions.
- Perform minor repairs and brake work as required.
- Keep simple records.
- Service heavy and light equipment.
- Lift up to 60 pounds.

EXPERIENCE AND EDUCATION:

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 skills would be:

Experience:

One year of work experience in the general maintenance, servicing, and repair of vehicles and equipment.

Education:

Equivalent to graduation from high school.

Substitution:

Successful completion of the equivalent to one year of vocational education in the automotive, truck or heavy equipment service field may substitute for the required work experience.

SPECIAL QUALIFICATIONS**Driver License:**

Possession of a valid California Class C Driver License at the time of appointment. Loss of the Class C License is cause for discipline. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Ability to obtain a valid California Class A Driver License during the probationary period. Individuals who fail to obtain the Class A license will not pass probation.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders.

1. Application: (Pass/Fail) – All applicants must complete and submit online a City of Sacramento employment application to the Employment Office by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
 - If applicants do not list current and past job-related experience in the "Work Experience" section. **Note: Qualifying experience is based on 40 paid hours per week (pro-rated if less than 40 hours/week).**

- If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.

2. Supplemental Questionnaire: (Pass/Fail) – All applicants must complete and submit online responses to the supplemental questionnaire to the City of Sacramento Employment Office by the final filing deadline.

- Response(s) to the supplemental questionnaire must be submitted online; paper questionnaires will not be accepted.
- Incomplete supplemental questionnaires will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.

3. Written Test: (Weighted 100%) – Qualified candidates will be notified by email of the written test date, time, and location approximately one to two weeks prior to the test. The written test will be job related and may include, but not limited to, the knowledge and abilities as outlined above.

4. Eligibility - Candidates who pass the written test will be placed on an eligible list. The hiring department may contact candidates for interview at any time during the life of the one-year list.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete LiveScan / fingerprinting and receive Human Resources approval prior to receiving a start date from the Department.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- Visit the City of Sacramento Human Resources Department website at <http://www.cityofsacramento.org/HR/Career-Opportunities>;
- Send an email to employment@cityofsacramento.org;
- Call the Human Resources Department at (916) 808-5726; or
- Visit the Human Resources Department at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #012006-18
EQUIPMENT SERVICEMAN
ML

Equipment Serviceworker Supplemental Questionnaire

- * 1. **APPLICATION:** I understand that the experience I list in the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**

Yes

- * 2. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)

Yes No

- * 3. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)

- * 4. Do you have one year of work experience in the general maintenance, servicing, and repair of vehicles and equipment?

Yes

No

* Required Question