Extra Help – Maintenance Worker Apprentice

Pay Scale: $15.326 - $18.71 per hour

Description: We are currently accepting applications for Extra-Help Maintenance Worker Apprentice positions in the Public Works Department’s Transportation Division’s Sign and Paint Crew. Under close supervision, this position learns and performs a variety of unskilled and semi-skilled manual work in the maintenance and repair of traffic markings and signage within road right of way, and performs related duties as required.

**Civil Service Rule (CSR) 905 Extra Help Appointments.** An extra-help appointment is defined as an appointment made to a non-regular, non-permanent position established on a temporary basis to meet peak loads, unusual work situations, seasonal and recurrent work, intermittent assignments, or emergencies. Employment in an extra-help position does not guarantee job placement in any regular position.

We are currently accepting applications for vacancies on our Sign and Paint crew located in Santa Maria, CA. This is a seasonal position estimated to end around September or October 2019. However, extra-help positions may later become available in other crews at other locations, such as Santa Ynez, Lompoc, and/or Santa Barbara. To be considered for one of these, please clearly indicate on your application the locations where you are willing to accept work. Please note that by applying to this bulletin, you are not applying to a permanent position.

Examples of Duties
1. Learns to hitch small trailers to trucks; and learns to safely tie down material loads on trailers.
2. Learns to and uses hand and power tools including lutes, tampers, chain saws, jack hammers, concrete saws, vibra-plates, weed whackers, air pressure guns, paint mixers and sprayers, dot and thermoplastic machines.
3. Learns and applies MUTCD work zone traffic control guidelines at work sites on and adjacent to roadways; sets up signs, cones, and barriers to notify motorists of detours; flags vehicular traffic; and directs pedestrian traffic away from hazardous areas.
4. Receives and carries out oral and written job assignments; lifts, carries, and loads tools and materials into work vehicles; reads maps; and drives County vehicles including pick-up, paint strippers, sign trucks and stenciling trucks, to and from, and at work sites.
5. Completes written time cards, daily work logs, and equipment maintenance logs.
6. Attends safety training sessions to learn and review safe work practices; reads and reviews written safety instructions, SDS labels, and training materials; and applies safety knowledge learned to daily work practices.
7. Responds to declared and localized emergency situations during and outside regular working hours; and may be temporarily assigned the duties of specialty areas other than current area of assignment in emergency situations and for training purposes.
Employment Standards:
1. Experience driving a pick-up truck, van, or other heavy vehicle that required the use of side mirrors while driving forward and in reverse; safely lifting and carrying heavy objects; and possession of the required knowledge and abilities for this class as listed below.

Additional Requirements:
- A valid Driver's License is required at the time of application.
- A valid California Class C Driver's License is required at the time of appointment.
- Appointees must obtain a California Class A Commercial Driver's License within 12 months as a condition of continued employment.

If an incumbent has obtained the Class A Commercial Driver's license and is assigned duties requiring a Class A Commercial Driver's license, he/she will be subject to mandatory testing for drugs prior to being assigned work requiring such a license; once assigned, incumbents will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis.

Knowledge of: Safe driving rules and practices; and safe lifting and carrying practices.

Ability to: Read and understand operating manuals, procedures and policies; write legibly to maintain logs; follow written and oral instructions; and work well with others.

Desirable Qualifications: Knowledge of: mechanical operations and basic maintenance of small gas engine equipment, paint sprayers, painting equipment, and paint shakers.

Supplemental Information: Incumbents in this classification may be exposed to a variety of hazardous and/or unpleasant field conditions, including: wet, rainy, cold, or hot weather; poison oak; traffic; exhaust fumes; trash, and exposure to chemicals, trash or sewage. Performing the essential functions of this classification requires various types of physical exertion, such as prolonged bending, stooping, and lifting; walking on uneven terrain, such as road shoulders and creek beds; and driving vehicles and/or equipment for long periods of time. In addition, incumbents in this classification may be required to work outside normal business hours during declared and localized emergency situations.

Application Procedure: Interested applicants should submit an application to the Public Works contact listed below. When submitting their application, the candidate should clearly indicate the location(s) where they are willing to accept work and demonstrate how they meet the Employment Standards. Candidates will be considered on a rolling basis as positions are available.

Public Works Contact:
Andy O'Brien
Road Maintenance Superintendent
aobrien@cosbpw.net
805-934-6100
Please help us comply with State and Federal law by completing this section. While you are not required to complete this section, you should know that if you leave it blank, we have the right to enter data for this purpose based upon our visual assessment. On a periodic basis we must report statistical information about applicants and employees to the California and United States governments to demonstrate that we meet equal employment opportunity requirements. This information will be kept separate and confidential and will not be used in any unlawful way to make any employment decision. In order to fulfill requirements for obtaining federal funding, the County of Santa Barbara is an Affirmative Action Employer.

Name __________________________________________ Job Bulletin # _________________________________

Job Title ________________________________________

Optional: Year of Birth __________ □ Male □ Female □ Other

(Optional) To help us carry out our EEOC obligations, please indicate whether any of the following definitions apply to you.

□ VETERAN: A person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

□ DISABLED VETERAN: A person entitled to disability compensation under laws administered by the Veteran’s Administration for disability rated at 10 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

□ INDIVIDUAL WITH A DISABILITY: A person who (1) has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

(Optional) Please mark the appropriate box below based upon how you identify yourself. We understand that it may be difficult to choose a single ethnic identity if you have a multicultural heritage. Nevertheless, to comply with legal guidelines, we would like you to choose only one.

□ WHITE (not of Hispanic origin): All persons not classified into one of five specific ethnic minority categories that follow.

□ BLACK (not of Hispanic origin): All persons having origin in any of the black racial groups.

□ HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

□ ASIAN or Pacific Islanders other than Filipinos: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. For example, includes China, Japan, Korea, Samoa, the Indian Subcontinent and the Middle East.

□ FILIPINO: All persons having origins in the peoples of the Philippine Islands.

□ AMERICAN INDIAN or Alaskan Native: All persons having origins in any of the original peoples of North America.

□ OTHER

□DECLINE TO STATE

How did you first learn about this employment opportunity? (check only one):

□Our Employment Opportunities Website at www.sbcountyhr.org

□Direct mail from us

□Trade or professional website

□Santa Barbara Independent Job Fair

□Contact with a County department

□Other websites

□CalWorks/EDD/One Stop Center

□County employee

□Trade or professional publication

□Organization or group

□Friend or relative

□TV Station

□Newspaper other than that listed

□School placement office or school job board

□LinkedIn

□Others

□Twitter

□Facebook

□Craigslist

□Indeed.com

□GovernmentJobs.com

□Radio Station

□Email from us or Interest Card Notice
INSTRUCTIONS FOR COMPLETING THIS APPLICATION: This form is part of the selection process. Before completing this application, read the Job Bulletin to ensure you submit all of the information necessary to evaluate your application. Type or use dark ink and complete all four pages of this application. Do not submit a resume in place of completing any part of this application. Please use a separate application for each job for which you apply. Applications and attachments will not be returned or photocopied for you. Notify the Human Resources Department if you change your address, phone number, or name. Call the Human Resources Department if you have any questions concerning this application or the selection process.

Job Title: ___________________________________  Job Bulletin Number: __________________________

Applicant Name: ____________________________________________________________________________

Last   First    Middle

Mailing Address: ____________________________________________________________________________

Number and Street                        City and State             Zip

Home Phone Number (_______) ________________  OK to leave message? □ Yes □ No

Work (_______)____________________ Ext. __________   OK to leave message? □ Yes □ No

(Please provide work phone number only if we may contact you there.) E-Mail Address: ____________________

Indicate where you will accept employment and the type of appointment(s) you will accept:

☐ All locations  ☐ Carpinteria  ☐ Santa Ynez Valley

☐ Santa Barbara  ☐ New Cuyama  ☐ Other: __________________________________________

☐ Santa Maria  ☐ Lompoc

(Important: Employment with the County may require transfer to other than stated location. In accepting employment with the County, you are consenting to such transfer.)

☐ Full-time regular position (40 hours per week)  ☐ Extra-help (temporary)  ☐ Shift

☐ Part-time regular position (fewer than 40 hours per week)

Answer the following questions for all jobs:

☐ Yes ☐ No Are you currently employed by the County of Santa Barbara? If yes, indicate type of employment:

☐ Regular  ☐ Extra-help  ☐ Fill behind a leave of absence  ☐ Provisional  ☐ Contract

☐ Yes ☐ No Can you, after employment, submit proof of your legal right to work in the United States?

☐ Yes ☐ No Are you 18 years of age or over?

☐ Yes ☐ No Are you related to anyone who works for Santa Barbara County by blood, marriage, or adoption? If yes, list:

Name(s) _____________________________

Relationship(s) _____________________________

Department(s) _____________________________

Mark the appropriate box if the Job Bulletin states this information is required or desired for this recruitment:

You may also choose to voluntarily complete any of these questions if you wish to be eligible for future vacancies (CSR 808, Special Certifications)

Language(s) other than English: ☐ Spanish ☐ Speak or ☐ Speak/Read/Write Fluently

☐ Hmong ☐ Speak or ☐ Speak/Read/Write Fluently

Office Skills: Typing_________ net wpm  Data Entry_________ net kph
Answer the following questions if the Job Bulletin states this information is required or desired for this recruitment:

Driver’s License: (Circle Class)   A    B    C  License No. ___________________ State issued by: ________________
(You may be required to provide your own vehicle for the conduct of official business.)

☐ Yes  ☐ N/A  Supplemental Questionnaire: Is your supplemental questionnaire attached?

☐ Yes  ☐ N/A  Veteran’s Preference Points: Is your DD 214 attached?
(Eligibility is five years from the most recent qualifying veteran’s experience. There is no time limit for veterans with thirty percent or more disability.)

Professional Licenses, Certifications, or Registrations:
Type: ______________________  Number: ______________________
Issuing Agency: ______________________  Date Issued: ______________________  Date Expires: ______________________

Answer the following questions for all jobs:

Did you graduate from high school?  ☐ Yes  ☐ No  If no, do you possess a GED?  ☐ Yes  ☐ No

COLLEGE, GRADUATE, PROFESSIONAL, BUSINESS, AND/OR TRADE SCHOOL(S) ATTENDED:

<table>
<thead>
<tr>
<th>Name of School</th>
<th>City &amp; State</th>
<th>Major Subject</th>
<th># of Units</th>
<th>Check One:</th>
<th>Type of Degree</th>
<th>Completed?</th>
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<td>Sem/Quar</td>
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EMPLOYMENT EXPERIENCE

List all paid and related volunteer experience, starting with your most recent job. List different jobs/positions with the same employer separately. If you need additional space, attach a photocopy of page 3 or an additional sheet of paper and include answers to all of the questions asked on this application about each job experience. Refer to the Employment Standards on the Job Bulletin for this recruitment to help you decide whether a job you have held fulfills all or part of the Employment Standards. A resume will not be accepted in place of this section.

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<thead>
<tr>
<th>Dates of employment: From / / to / /  Hrs/Wk  Length of employment yrs. mos.</th>
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</table>

Official job title

Description of primary duties

Name of employer

Type of business

Mailing address

Supervisor’s name

Supervisor’s job title

No. of employees you supervised

Reason for leaving

Name, if employed under another name

Are we authorized to contact this employer regarding your employment record?  ☐ Yes  ☐ No  Supervisor’s phone number

(_______) __________________________
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- Yes  - No  

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<td>☐ Yes ☐ No</td>
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<td>(<strong><strong><strong>)</strong></strong></strong>__________________</td>
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### EQUIVALENT TRAINING, EDUCATION, AND EXPERIENCE

If you do not meet the education or experience requirements, you may still qualify for this position. The Employment Standards on the Job Bulletin may indicate that an equivalent combination of training, education, and experience that provides the required Knowledge and Abilities is also acceptable. If the Job Bulletin contains this provision and if you possess the required knowledge and abilities, please describe how you obtained the knowledge and abilities by completing this section in addition to completing the Employment Experience section above. Attach additional sheets of paper if more space is needed. The combination of your training, education, and experience should be equivalent to the other options listed under Employment Standards.

Description of equivalent training, education, and experience:

________________________________________________________________________

________________________________________________________________________

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Please read before signing: I acknowledge that, it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meet the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application.

I declare under penalty of perjury that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand statements made are subject to verification and that any misrepresentation, fraud, or omission of material facts may be grounds to deny County employment, or for disciplinary action including dismissal after employment.

Unless otherwise indicated on this application, I hereby authorize designated representatives of my current and former employers to respond to verbal or written inquiries and to release information about my employment with their respective organizations, including information based on the materials in my personnel file, to authorized representatives of the County of Santa Barbara.

I do hereby agree to release, save, defend, and hold harmless my current and former employers and/or their officers, employees, and agents from any claims arising from the release of such employment information.

Print name __________________________ Signature __________________________________________

Date ________________________________ Job Bulletin # ________________________________