

RESOLUTION NO. 812

CALLING EXAMINATION FOR ELIGIBLE LIST FOR THE POSITION OF MAINTENANCEMAN, RANGE 14, STEP A, IN THE CLASSIFIED SERVICE OF THE CITY OF SAN ANSELMO, AS PROVIDED FOR IN ORDINANCE NO. 244, OF THE CITY OF SAN ANSELMO.

* * * * *

WHEREAS, there is no list of qualified applicants for the position of Maintenanceman in the Classified Service of the City of San Anselmo, and

WHEREAS, public interest, convenience and necessity requires that such a list should be established,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of San Anselmo that examinations to create an eligible list for the above mentioned position in the Classified Service of the City of San Anselmo shall be held in accordance with the following "Notice of Civil Service Examination."

Sheet entitled "NOTICE OF CIVIL SERVICE EXAMINATION" attached hereto and made a part thereof.

Anita Gannon
Anita Gannon, City Clerk

I HEREBY CERTIFY that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo City Council of the City of San Anselmo on the 21st day of July 1959, by the following vote:

AYES: COUNCILMEN
NOES: COUNCILMEN
ABSENT: COUNCILMEN

Booth, Little, Franchini, Smith
none
Martinelli

Anita Gannon
Anita Gannon, City Clerk

NOTICE OF CIVIL SERVICE EXAMINATION

NOTICE IS HEREBY GIVEN that the City of San Anselmo will conduct an examination for an eligible list for the position of Maintenance man in the Classified Service of said City of San Anselmo as provided for in Ordinance No. 244 of the City of San Anselmo, as follows, to wit:

MAINTENANCE MAN, FULL TIME, RANGE 14, STEP A,
STARTING SALARY \$341.00 PER MONTH.

EXAMPLE OF DUTIES:

Under supervision, to perform a variety of semi-skilled and skilled tasks in the repair, maintenance, and cleaning of City Streets and Parks; and to do related work as required.

Paints curbs and parking lines using spray painting equipment; cleans streets and catch basins; digs and fills ditches; patches streets; constructs curbs, culverts and catch basins; operates light trucks and power equipment as required.

Waters and cuts grass in City park; transplants, waters and prunes shrubs and trees; rakes leaves and picks up papers and debris; maintains tennis courts and ball diamond, painting lines, sweeping courts, and keeping diamond clean; maintains and cleans related park or recreation facilities such as dressing rooms or rest rooms.

MINIMUM QUALIFICATIONS:

1. Male applicants only, who must be at least 21 and not over 40 years of age as of the filing deadline. All applicants must have a weight in proper proportion to height, to be determined by the City's Medical Examiner.
2. All applicants must pass a medical examination given by a regularly licensed physician designated by the City.
3. Education equivalent to completion of the eighth grade.
4. Residence within the city is not required, but those persons who will be appointed may be required to establish a permanent residence within the City of San Anselmo or in the immediate vicinity, to be determined by the City Council.
5. Applicants must, at date of filing application, be citizens of the United States.
6. Applicants must possess a valid California Chauffeur's License.
7. Knowledge of construction and maintenance methods, materials and terminology, and the operation and use of a variety of light equipment used in performing skilled and semi-skilled maintenance and construction work.
8. Ability to use hand and power tools, perform heavy physical labor, and operate truck with skill and safety.


Said examination will consist of the following parts and subjects, with weight of each part or subject, if any, set forth as follows:

1. Qualifying truck-driving test.
2. Qualifying physical performance test.
- ✓ 3. Written test to test the aptitude for maintenance work and ability to understand written instructions: Weight . . . 60%
4. An Oral Interview: Weight . . . 40%

A passing grade of 70% is required in each part of the examination.

Veteran's preference credit of five points for services in World War II will be added in arriving at applicant's final score.

Applications for the above examination must be filed at the San Anselmo City Hall in the City Manager's Office on or before 12 noon on Aug 27, 1959.


Anita Gannon, City Clerk