



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

2255 Del Oro Avenue; Oroville, California 95965 (530) 538-7559 FAX (530) 533-7470

INSTRUCTIONS TO APPLICANTS FOR THE POSITION OF:

CONSTRUCTION WORKER II

SALARY

RANGE 34 (\$10.36 - \$13.28)

CONTINUOUS RECRUITMENT

IMPORTANT INFORMATION, PLEASE READ CAREFULLY!

AGENCY APPLICATION:

COMPLETE ALL PAGES OF THE APPLICATION. YOUR SIGNATURE IS REQUIRED. DO **NOT** USE "SEE RESUME" FOR ANY OF THE REQUESTED INFORMATION. **FAILURE TO PROVIDE ANY OF THE REQUIRED INFORMATION WILL RESULT IN THE REJECTION OF YOUR APPLICATION.** APPLICATION PACKETS MAY BE HAND-DELIVERED, FAXED OR SENT BY MAIL.

COVER LETTER (REQUIRED)

RESUME (REQUIRED)

LETTERS OF RECOMMENDATION (OPTIONAL, BUT RECOMMENDED)

DMV PRINTOUT (LESS THAN 30 DAYS OLD REQUIRED)

PLEASE SUBMIT APPLICATION PACKET IN THE FOLLOWING ORDER:

1. COVER LETTER (REQUIRED)
2. AGENCY APPLICATION (REQUIRED)
3. RESUME (REQUIRED)
4. LETTERS OF RECOMMENDATION (OPTIONAL, BUT RECOMMENDED)
5. DMV PRINTOUT (REQUIRED)
6. REFERENCE AND BACKGROUND CHECK PERMISSION (REQUIRED)
7. AFFIRMATIVE ACTION QUESTIONNAIRE (OPTIONAL)

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO PROVIDE ALL COPIES OF DOCUMENTS YOU ARE SUBMITTING. **THE COMMUNITY ACTION AGENCY DOES NOT MAKE COPIES FOR APPLICANTS.** INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

CONSTRUCTION WORKER II

Job Description

DEFINITION

Under general supervision, to perform a variety of general maintenance, heavy physical duties, and semi-skilled work in the maintenance, rehabilitation and repair of housing and other buildings, facilities, fixtures, and building equipment; to perform weatherization projects; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an experienced working level Maintenance and Construction Worker class. Incumbents perform a variety of heavy physical labor and semi-skilled work in the maintenance, repair, and construction and weatherization of buildings and housing. This class is distinguished from Construction Worker I in that incumbents are expected to have general knowledge, skill and expertise in the construction trades.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Performs a variety of general maintenance and semi-skilled work in the maintenance, repair, rehabilitation, weatherization, and construction of buildings, housing, and associated equipment;
- Responds to work orders and works on construction, rehabilitation, and weatherization projects;
- Performs semi-skilled trades work and assists more skilled trades workers with the completion of carpentry, electrical, plumbing, and heating and air conditioning work;
- Operates a variety of hand and power tools;
- May obtain supplies, parts, and equipment needed to complete projects;
- Transports materials and equipment to job sites;
- May perform general cleaning and maintenance of Agency facilities, as assigned;
- Complete work order records.
- May be assigned to project satellite sites including in-state as well as out-of-state work locations.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; perform sustained physical work; corrected hearing and vision to normal range; verbal communication; operate an automobile or truck ; use hand tools and power equipment.

TYPICAL WORKING CONDITIONS

Work is performed in building and outdoor environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with other staff.

CONSTRUCTION WORKER II - 2

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment, and materials used in the building trades.
- General construction methods and procedures.
- Safe work practices and procedures applicable to building trades work.

Ability to:

- Perform a variety of heavy physical labor and semi-skilled work in the maintenance and repair work of structures.
- Complete rehabilitation and weatherization of buildings, housing, and associated equipment.
- Read and understand plans, construction drawings, and blueprints.
- Recognize and locate conditions which require maintenance and repair.
- Use and care for hand and power tools used in building trades work.
- Estimate time and materials for maintenance assignments.
- Make basic mathematical calculations.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Maintain and observe all safety precautions and practices.

DESIRABLE QUALIFICATIONS

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- One (1) year of general building maintenance and construction work experience as a Construction Worker I, **or**
- Equivalent to two years work experience in the building trades.
- A basic PG&E weatherization certification is highly desirable.

Special Requirements:

Possession of an appropriate and valid California Driver's License with good driving record, and minimum insurance as required by law.

May be required to pass a Fingerprint Scan.

CERTIFICATION:

I certify that I have read and understand the duties and responsibilities of my job description as outlined above.

(Employee's Signature)

(Date)

Community Action Agency of Butte County, Inc. personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Agency.

Original to Personnel File, copy to employee



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

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EMPLOYMENT APPLICATION

SO THAT YOU WILL RECEIVE FULL CONSIDERATION FOR EMPLOYMENT OPPORTUNITIES AT COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC., PLEASE BE CERTAIN TO FILL IN ALL THE SPACES ON THE AGENCY'S APPLICATION FORM. **IF ANY INFORMATION IS MISSING, YOUR APPLICATION MAY BE REJECTED.**

APPLYING FOR THE POSITION OF: _____

NAME: _____
FIRST MIDDLE LAST

OTHER NAMES USED: _____

PHONE: () MESSAGE PHONE: () SOC. SEC. NO.: _____

ADDRESS: _____
STREET ADDRESS CITY STATE ZIP CODE

MAILING ADDRESS: _____
IF DIFFERENT FROM STREET ADDRESS

DRIVER'S LICENSE NO.: _____ CLASS: _____ EXPIRATION DATE: _____

EMPLOYMENT ELIGIBILITY VERIFICATION:

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES NO

LIST ANY RELATIVE NOW WORKING FOR THIS AGENCY (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY): NOT APPLICABLE

NAME: _____ RELATIONSHIP: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? YES NO
IF YOU ANSWERED **YES** TO THE ABOVE QUESTION, USE THE SPACE BELOW TO EXPLAIN. (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)

EDUCATION AND TRAINING

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION ON THE JOB DESCRIPTION BEFORE FILLING OUT THIS SECTION. PLEASE LIST SPECIFICS THAT QUALIFY YOU FOR THE POSITION, WHICH YOU ARE APPLYING. FAILURE TO LIST REQUIRED QUALIFICATIONS WILL ELIMINATE YOUR FROM CONSIDERATION.

TYPE OF SCHOOL	NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	MAJOR	LIST DEGREE OR DIPLOMA
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
VOCATIONAL, TRADE OR BUSINESS					

LICENSES/CERTIFICATES (ATTACH DOCUMENTATION):

EXPERIENCE AND EMPLOYMENT HISTORY:

PROVIDE THE PAST TEN (10) YEARS OR MORE OF PREVIOUS EMPLOYMENT HISTORY (FULL-TIME, PART-TIME, PAID, UNPAID OR VOLUNTEER) PERTINENT TO THE POSITION FOR WHICH YOU ARE APPLYING. **DO NOT USE "SEE RESUME" FOR ANY OF THE REQUESTED INFORMATION ON THIS FORM.** RESUMES MAY BE ATTACHED, BUT WILL NOT BE ACCEPTED IN PLACE OF A PROPERLY COMPLETED CAABCI EMPLOYMENT APPLICATION FORM. ACCOUNT FOR ALL PERIODS (THREE (3) MONTHS OR MORE) OF UNEMPLOYMENT. PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED.

FROM: _____ (MM/DD/YYYY)	TO: _____ (MM/DD/YYYY)	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u> ()
TOTAL: _____ YR. _____ MO. HOURS PER WEEK: _____		<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
		SALARY: \$ _____ PER _____	NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>
IF YOU ARE CURRENTLY EMPLOYED, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>				
<u>DUTIES:</u>				
FROM: _____ (MM/DD/YYYY)	TO: _____ (MM/DD/YYYY)	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u> ()
TOTAL: _____ YR. _____ MO. HOURS PER WEEK: _____		<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
		SALARY: \$ _____ PER _____	NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>
<u>DUTIES:</u>				
FROM: _____ (MM/DD/YYYY)	TO: _____ (MM/DD/YYYY)	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u> ()
TOTAL: _____ YR. _____ MO. HOURS PER WEEK: _____		<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
		SALARY: \$ _____ PER _____	NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>
<u>DUTIES:</u>				

LIST ANY FOREIGN LANGUAGE:

SPEAK: _____

WRITE: _____

WILL YOU BE ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS?

Yes No

REFERENCES: LIST BELOW THREE (3) PERSONS NOT RELATED TO YOU WHO HAVE KNOWLEDGE OF YOUR WORK PERFORMANCE WITHIN THE LAST THREE (3) YEARS. PROFESSIONAL REFERENCES ARE PREFERABLE.

NAME	ADDRESS	PHONE	OCCUPATION	YEARS KNOWN

PLEASE STATE ANY PREVIOUS EXPERIENCES THAT QUALIFY YOU FOR THE POSITION WHICH YOU ARE APPLYING. _____

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN CONNECTION WITH THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION IS GROUNDS FOR DISQUALIFICATION FOR FURTHER CONSIDERATION FOR EMPLOYMENT AND/OR IMMEDIATE TERMINATION OF EMPLOYMENT IF DISCOVERED AT A LATER DATE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I FURTHER AUTHORIZE THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL PERTINENT INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, PERSONAL OR OTHERWISE. I RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME TO YOU. **I UNDERSTAND THAT COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC. IS AN AT-WILL EMPLOYER.**

APPLICANT'S SIGNATURE REQUIRED

DATE



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**REFERENCE AND BACKGROUND CHECK PERMISSION
FOR PROSPECTIVE EMPLOYEE**

I HEREBY AUTHORIZE ALL CORPORATION, COMPANIES, AGENCIES, CREDIT AGENCIES, SCHOOLS, GOVERNMENT AGENCIES, MILITARY SERVICES AND FORMER EMPLOYERS TO RELEASE INFORMATION THEY MAY HAVE ABOUT ME TO "COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC." OR ITS AGENTS AND EMPLOYEES, AND RELEASE ALL PERSON OR COMPANIES/AGENCIES FROM ANY LIABILITY OR RESPONSIBILITY FROM DOING SO.

FURTHER, I AUTHORIZE THE PROCUREMENT OF A CONSUMER REPORT AND CREDIT CHECK, AND UNDERSTAND THAT SUCH A REPORT MAY CONTAIN INFORMATION ABOUT MY BACKGROUND, CHARACTER, AND PERSONAL REPUTATION. I UNDERSTAND THAT THIS NOTICE WILL ALSO APPLY TO ANY FUTURE UPDATE REPORTS THAT MAY BE REQUESTED.

SOCIAL SECURITY NUMBER: _____-_____-_____

APPLICANT'S SIGNATURE: _____

APPLICANT'S PRINTED NAME: _____

DATE: ____/____/____

