



**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:

**MAINTENANCE WORKER**

**SALARY RANGE**

**RANGE 29 (\$9.85 - \$12.64)**

**OPEN UNTIL SUFFICIENT APPLICATION RECEIVED**

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 (OPTIONAL, BUT RECOMMENDED)**

**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 (OPTIONAL, BUT RECOMMENDED)
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.

## **MAINTENANCE WORKER**

### **DEFINITION**

Under general supervision, keeps agency buildings and/or grounds, similar buildings, vehicles in clean and orderly condition by performing the following duties.

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

- Sweeps, mops, scrubs, and vacuums hallways, stairs, and workspaces;
- Empties and cleans waste receptacles;
- Cleans and disinfects bathrooms, cleans countertops, and refills dispensers;
- Notifies supervisor of any unsafe conditions;
- Cleans sidewalk and parking areas of debris;
- Replenishes and maintains inventory of cleaning supplies and equipment;
- Replaces light bulbs and the batteries contained in smoke detectors as needed;
- Washes walls and windows as needed;
- Maintains building, performing minor and routine painting, plumbing, electrical wiring, waxes, shampoos carpets, and other related maintenance activities;
- Replaces air conditioner filters;
- Notifies supervisor regarding complaints about excessive noise, disorderly conduct, or misuse of property;
- Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment;
- Mow lawn and trim shrubbery;
- Notifies supervisor of need of cleaning supplies, materials, and equipment;

### **TYPICAL PHYSICAL REQUIREMENTS**

- Required to stand for long periods of time;
- Reach above head;
- Climb stairs;
- Kneel, stoop, crouch, bend, and crawl;
- Lift up to 25 pounds frequently;
- Occasionally lift and/or move more than 100 pounds;
- Vehicle operation

### **OTHER RESPONSIBILITIES**

- Drive agency vehicles as needed;
- Maintain vehicle records;
- Performs other related duties as assigned

## **MAINTENANCE WORKER – 2**

### **EDUCATION and/or EXPERIENCE**

- High School Graduate or G.E.D. Certificate;
- One year experience in maintenance work;
- Valid California Drivers License or readily available transportation with minimum insurance required by law;
- Pre-employment Tuberculosis clearance and physical, renewable every three years;
- Pre-employment criminal record/fingerprint clearance may be required

### **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.

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

## 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.		<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
HOURS PER WEEK: _____		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.		<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
HOURS PER WEEK: _____		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.		<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
HOURS PER WEEK: _____		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. \_\_\_\_\_

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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:** \_\_\_\_/\_\_\_\_/\_\_\_\_

