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City of San José Jobs — Public Works Assistant — San Francisco, CA, USA

Description

The **Public Works Assistant** career path combines public works, records with practical support work relevant to **City of San José** and **San Francisco, CA, USA**. Daily work typically brings together tracking city maintenance requests, helping maintain public works records, and organized handovers between team members. Candidates can prepare by building skills in public works, records, and careful communication.

Responsibilities

- Track city maintenance requests.
- Help maintain public works records.
- Maintain accurate digital records and follow up on missing information.
- Share progress with colleagues and keep departmental requests organized.

Qualifications

- Comfort with common office tools, online forms, and digital documents.
- Clear communication, dependable follow-through, and attention to detail.
- Practical familiarity with public works and records.

Experience

Previous exposure to records or routine process documentation can help candidates prepare.

Skills

Public works, records, scheduling, Public Works Assistant, Office coordination, digital records, customer service

Organization Website

Explore City of San José career and organization information.

Hiring organization
City of San José

Employment Type

Industry
Government Administration

Job Location
San Francisco, CA, United States

Date posted
November 9, 2026

Valid through
2026-11-21