



SENIOR MAINTENANCE WORKER

DEFINITION

Under general supervision, directs and participates in the performance of routine to complex manual labor tasks relating to the construction and maintenance of public right-of-ways, facilities, and utilities services; operates heavy equipment in the performance of the work; and performs related work, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Manager. Exercises functional and technical direction over and provides training to lower-level staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Maintenance Worker series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex manual labor duties in the construction, maintenance, and repair of City facilities and infrastructure. Incumbents also provide lead direction and functional supervision to technical staff. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned infrastructure, facilities, systems, and appurtenances. This class is distinguished from the Public Works Supervisor in that the latter is the working supervisory-level class in the series responsible for organizing, assigning, and reviewing the work of and providing direct supervision to assigned staff involved in maintenance operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional supervision to assigned public works maintenance staff; reviews and controls quality of work; participates in performing routine to complex and specialized maintenance and repair work on assigned City public works infrastructure.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with assigned supervisory and management personnel; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the City's sanitation infrastructure system; inspects, rebuilds, and services equipment as necessary.
- Inspects assigned City infrastructure, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; monitors expenditures.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.

- Performs a wide variety of maintenance, repair, and installation work in the City infrastructure, systems, and facilities to which assigned, including buildings and facilities, parks, streets, sidewalks, curbs and gutters, asphalt pavement, concrete repair, traffic and street sign installation, repair, and reflectivity, pavement markings, and/or stormwater and drainage systems and facilities.
- Assists in coordinating, overseeing and personally participating in all assigned maintenance programs.
- Installs new and replacement storm drainage lines; cuts, threads, and joins pipe; shapes side walls and bottom of tunnels or open trenches to specified dimensions and grades; repairs and installs manholes including removing and replacing manhole covers as necessary.
- Inspects various public works improvement activities and private developments in the assigned functional area; interacts with engineers and contractors regarding compliance with City standards and specifications; reports, records, and documents inspections, observations, and conditions found during the inspection process.
- Performs the skilled operation of specialized construction and maintenance, light to heavy vehicles and equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required; may participate and assist in coordinating safety training.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing sign posts and signs in accordance with City, State, and Federal Codes.
- Stays current on the status of new and pending regulatory legislation; attends continuing education courses and seminars as required.
- Maintains accurate records and logs of daily activities using appropriate computer software applications; prepares reports related to work progress and finished projects.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Standard principles, practices, tools, materials, and safety considerations as they relate to the maintenance and repair of infrastructure, streets, systems, facilities, and appurtenances similar to those in a municipal environment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic mathematics, including Ohm's law and principles of linear measurement.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Traffic control procedures and traffic sign regulations.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of technical staff.
- Effectively provide staff leadership and work direction.
- Perform a variety of tasks relating to the construction, modification, repair, and maintenance of public works facilities, parks, roads, and sewers.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Understand and follow oral and written instructions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Maintain accurate logs, records, and basic written records of work performed.
- Learn principles, practices, techniques, and regulations pertaining to assigned duties.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and five (5) years of progressively responsible experience performing construction or manual labor duties similar to those of a Maintenance Worker II. Experience working in a public agency setting or a lead capacity is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of, or ability to obtain, a valid Landscape Certificate.
- Possession of, or ability to obtain, a valid Lock Out and Tag Out Certificate.
- Possession of a valid Supervisory or Lead Certificate is desired.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.