

**SENIOR MAINTENANCE WORKER**

**DEFINITION**

Under general supervision, provides lead direction to assigned maintenance personnel; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex maintenance and repair work, including facilities, streets, utility systems, parks, grounds, buildings, and equipment; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works Manager. Exercises technical and functional direction and training over assigned staff.

**CLASS CHARACTERISTICS**

This is the advanced journey-level in the public works maintenance series that performs the most complex duties required to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. 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 facilities and systems. This class is distinguished from the Public Works Manager in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations.

**EXAMPLES OF ESSENTIAL 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 direction to assigned maintenance staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Public Works Manager; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules.
- Orders supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for the division.
- Performs a wide variety of maintenance, repair, and installation work in the City infrastructure, systems, and facilities to which assigned, including streets, utility systems, parks, grounds, buildings, and equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.

- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Maintains logs of daily activities.
- Responds to emergency situations and performs emergency repairs as necessary.
- Acts for the Public Works Manager in their absence.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Maintenance principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, systems, and facilities, including streets, utility systems, parks, grounds, buildings, and equipment.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person, and over the telephone.

### **Ability to:**

- Plan, schedule, assign, and oversee activities of public works maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in public works maintenance and related projects.
- Perform construction, modification, maintenance, and repair work on streets, water distribution and wastewater collection systems, facilities and equipment, parks, landscapes, and street trees, such as found in the City.
- Operate specialized street maintenance and repair equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and other equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and four (4) years of experience of construction, maintenance, or repair experience in streets and traffic, parks, utility systems, general construction, or facilities maintenance.

**License:**

- Valid California *Class C* driver's license with satisfactory driving record.

**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, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; 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 necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

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 upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.