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| Department:      | Public Works |
| Bargaining Unit: | SEIU         |
| Salary Range:    | E37          |
| Last Revision:   | April 1995   |

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## SENIOR MAINTENANCE WORKER

### **DEFINITION**

Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing semi-skilled services related to street, sewer collection system, and park construction, maintenance, and repair; and to perform a variety of technical tasks relative to assigned areas of responsibilities.

### **SUPERVISION EXERCISED**

Exercises technical and functional supervision over lower level staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Lead, plan, and review the work of staff responsible for providing semi-skilled services related to street, sewer collection system, and park construction, maintenance, and repair.

Plan, direct, and participate in the construction, maintenance, and repair of City streets, sewer collection system, and parks.

Supervise the use and operation of construction equipment and power tools including backhoes, graders, front end loaders, rollers, vactors, compressors, jack hammers, paint sprayers, concrete saws, mowers, edgers, and blowers; maintain hand tools and assigned equipment.

Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion.

Train assigned employees including in the areas of work methods, techniques, and the use and operation of equipment.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures; maintain cleanliness of work area and tools.

Install barricades and cones prior to the performance of maintenance repair activities; direct and control traffic around work sites.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Maintain records and files related to the assigned areas of responsibility.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

**When assigned to Street Maintenance:**

Shovel and spread asphalt and asphalt base in patching, repairing, and reconstructing streets.

Install, repair, and replace culverts and storm drains; inspect and clear obstructions from storm drains, gutters, and culverts.

Install, repair, and replace manholes.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and assist in finishing concrete and masonry work; construct concrete forms and perform rough carpentry work.

Prune low tree limbs for street sweeper clearance; pick up leaves; clean and weed tree wells in the downtown area.

Assist in the maintenance of traffic control systems including painting and striping City streets and curbs as well as installing City sign posts and signs.

**When assigned to Sewer Collection System Maintenance:**

Maintain lift stations; replace pump apparatus.

Monitor floating devices and micro switching operations.

Excavate, inspect, flush, clean, and repair sewer collection lines.

Operate sewer rodder including jets and vactor.

**When assigned to Park Maintenance:**

Water, mow, weed, trim, renovate, and fertilize lawns; operate mowers, edgers, and blowers.

Plant, water, and maintain landscaped areas consisting of bushes, trees, flowers, shrubs, and lawns.

Trim and prune bushes, trees, and shrubs; stake trees as necessary.

Rake leaves and clear debris from walks, fields, courts, and other facilities.

Apply herbicides, fungicides, and pesticides to landscaped areas.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Install and repair playground equipment, fences, and other related parks equipment and facilities.

Assist in minor plumbing repair of restroom facilities.

**When assigned to Street Maintenance:**

Prepare and maintain athletic fields and related facilities.

Perform a variety of duties in the maintenance and repair of the city=s irrigation system; change and adjust sprinkler heads; maintain controllers; assist in large system installation and maintenance projects.

Perform routine plumbing repairs on restroom facilities; fabricate and weld metal railings, equipment, and grills.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a municipal construction, maintenance, and repair program.

Principles of lead supervision and training.

Methods and techniques of construction, maintenance, and repair related to the area of work assigned such as landscaping, sewer collection systems, street, sidewalks, and storm drain systems.

Operational characteristics of mechanical equipment and tools used in the area of work assigned such as backhoes, graders, mowers, and jackhammers.

Occupational hazards and standard safety practices necessary in the area of work assigned.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Operate hand tools, mechanical equipment, and power tools and equipment required for the assigned work activities in a safe and efficient manner.

Operate modern office equipment including computer equipment.

Perform heavy manual labor for long periods of time in all types of weather.

Operate a motor vehicle safely.

**Ability to:**

Plan, organize, and review the work of maintenance staff in the area of work assigned.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult semi-skilled construction, maintenance, and repair in the area of work assigned.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Read and interpret basic maps and blueprints.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

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

**Experience:**

Three (3) years of increasingly responsible experience performing field maintenance duties within the assigned area of responsibility.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid Class A driver=s license within the first six (6) months of hire.

Some positions may require the possession of, or ability to obtain, a Grade I Collection System Maintenance Certificate issued by the California Water Pollution Control Association.

Some positions may require the possession of, or ability to obtain, a State of California Pesticide Applicator Certificate.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Effective Date:** April, 1995