



Established JULY 2016

Revised June 2017

FLSA: NON-EXEMPT

SENIOR MAINTENANCE WORKER

DEFINITION

Under direction , leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for the construction, modification, maintenance and repair of City infrastructure, including streets, sidewalks, curbs and gutters, parks and landscaped areas, and trees; uses and operates a variety of manual and power tools and light to heavy power driven equipment; provides technical and specialized assistance to the Public Works maintenance supervisor; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned Public Works maintenance supervisor. Exercises technical and functional supervision over lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the maintenance worker classification series responsible for performing the most complex duties required to ensure that City infrastructure, grounds, parks and facilities to which assigned, 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 vehicles and equipment. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned section. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the assigned Public Works maintenance supervisor 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 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.

When performing all assignments

- 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 including streets, sidewalks, curbs and gutters, parks and landscaped areas, and trees.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with assigned supervisor; 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.
- 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 streets, sidewalks, curbs and gutters, parks and landscaped areas, and trees.
- Observes safe work methods and makes appropriate use of related safety equipment as required; may participate and assist in coordinating safety training.
- Inspects assigned City area for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Acts as project leader on special projects.
- Stays current on the status of new and pending regulatory legislation; attends continuing education courses, trainings and seminars as required.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Acts as the Public Works maintenance supervisor in his/her absence or as assigned.
- May be temporarily assigned, on a daily basis, to other areas within the Maintenance Division.
- Performs other duties as assigned.

When performing the Parks Maintenance Assignment

- Plans, schedules, prioritizes, assigns and performs maintenance, repair, and construction activities of City grounds and related facilities to ensure safe and efficient access for the public, including parks, ponds and sports fields.
- Maintains fountains and ponds through cleaning, chemical treatment and performing minor repairs.
- Identifies plant pests and/or diseases and implements appropriate treatment plan.
- Installs new sprinkler systems by layout from blueprints, laying and fitting pipes and wiring control devices; repairs existing irrigation systems.
- Operates a variety of specialized equipment such as tractors, mowers, edgers, and thatchers with a high degree of skill and using safe work practices; and provides service necessary to keep equipment operative.

When performing the Streets Maintenance Assignment

- Plans, schedules, prioritizes, assigns and performs construction, maintenance, and repair activities of City streets and roadways to ensure safe and efficient access for the public, including alleys, sidewalks, curbs and gutters, storm drains, roadway base and sub-base, guard rails, asphalt pavement, crack seal application, concrete repair, traffic and street sign installation, repair and reflectivity and pavement markings.
- Participates in the more complex repair and tasks.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring and finishing sidewalks, handicap ramps, curbs and gutters.
- Performs legend painting and striping of City streets and parking lots using appropriate materials.
- Operates and maintains a variety of hand tools, power tools and motorized equipment in the operation of construction and concrete cutting and breaking; including jackhammers, backhoe, concrete saws and rototillers.
- Performs traffic control when necessary, to manage street closures.

- Operates vehicles such as water trucks, street sweeper, pick-up trucks, dump trucks and rollers.

When performing the Trees Maintenance Assignment

- Performs the maintenance and design of City trees through trimming, pruning, planting and/or tree removal.
- Performs skilled and specialized work such as ornamental trimming and complex pruning, topping and removal of trees.
- Performs tree trimming and removal services, including pruning branches, grinding tree stumps to ground level, and removing trees safely and efficiently.
- Identifies tree pests and/or diseases and implements appropriate treatment plan.
- Operates and maintains a variety of specialized equipment in the maintenance of City trees, including chippers, stump grinders, chain saws and aerial lifts.
- Performs traffic control when necessary, to manage street closures.
- Operate vehicles such as dump trucks, ladder trucks and tractors/loaders.

QUALIFICATIONS

Knowledge of

When performing all assignments:

- Basic principles of lead supervision and training.
- Public works maintenance principles, practices, tools, and materials for maintaining and repairing assigned public works area.
- Operation and minor maintenance of a variety of hand and power tools, vehicles and equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Modern office practices, methods, and computer equipment and software programs relevant to work performed.
- English usage, spelling, vocabulary, grammar and punctuation.
- Basic hydraulics and mathematics.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

When performing the Parks Maintenance Assignment:

- Various types of plants, shrubs and trees.
- Types of plant/tree diseases and insect pests.
- Principles and practices of preventing, treating, and eradicating plant diseases and pests; the use and application of insecticides and fungicides.
- Landscape plans, ground soil cultivation and preparation.

When performing the Streets Maintenance Assignment

- Principles, practices, tools, and materials for maintaining and repairing streets and roadways, including alleys, sidewalks, curbs and gutters, asphalt pavement, crack seal application, concrete repair, as well as stormwater and drainage systems, including concrete and open channels, drains, detention basins, drop inlets and related facilities, systems and appurtenances.
- Traffic control procedures and traffic sign regulations.

When performing the Trees Maintenance Assignment

- Principles, practices, tools and materials for maintaining trees.
- Various types of trees.
- Types of tree diseases and insect pests.

- Principles and practices of preventing, treating, and eradicating plant diseases and pests; the use and application of insecticides and fungicides.

Ability to

When performing all assignments

- 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 maintenance and related projects in the assigned functional area(s).
- Perform construction, modification, maintenance, and repair work on assigned municipal infrastructure, facilities, systems, and/or appurtenances.
- Operate specialized construction and maintenance light to heavy vehicles and equipment.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and 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.
- Give, as well as understand and follow, oral and written instructions.
- Make accurate arithmetic calculations.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Cooperatively and effectively work with other crewmembers in a team environment.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

When performing the Parks or Trees Maintenance Assignment

- Identify various types of plants, trees and shrubs.
- Recognize and eradicate common plant/tree diseases and insect pests.
- Assist in mixing and applying herbicides and pesticides.

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 the completion of the twelfth (12th) grade.
- Three (3) years of skilled maintenance program experience in assigned area, of which one (1) should be in a lead capacity.

LICENSES AND CERTIFICATIONS

- Possession of a valid California Class C driver's license by time of appointment.
- Possession of, or ability to obtain, a valid Class B license within six (6) months of employment with appropriate endorsements.
- Possession of, or ability to obtain, forklift certification issued by Occupational Safety and Health Administration (O.S.H.A.) within six (6) months of employment.

- Possession of, or ability to obtain, a Qualified Pesticide Applicator Certificate “B” or “C” issued by the California Department of Pesticide Regulation within twelve (12) months of employment if assigned to Parks.
- Possession of a Certified Tree worker’s Certificate required if assigned to Trees.
- Possession of Arborist certificate issued by the International Society of Arboriculture (ISA) desirable if assigned to Trees.
- Possession of welding certification desirable if assigned to Streets.

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 and/or trees, 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 80 pounds, or heavier weights with the use of proper equipment.

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 be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.