



## Senior Maintenance Worker

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction of the Public Works Superintendent or Parks and Facilities Maintenance Superintendent, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of skilled, semi-skilled, and unskilled duties in support of the assigned Department's operations and services including those involved in constructing, repairing, installing, maintaining, landscaping, and cleaning City parks, buildings, streets, sidewalks, storm drains, water distribution, and wastewater collection systems; and performs a variety of technical tasks relative to assigned areas of responsibility.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the departments and staffing levels.

### **IDENTIFYING CHARACTERISTICS**

This is the advanced journey level class in the Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff, performing the more technical work of the unit, and providing administrative support to the assigned unit. Senior Maintenance Workers differ from the Maintenance Worker I/II by having greater responsibility, autonomy, and discretion in planning and completing a wide variety of activities. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Leads, plans, trains, and reviews the work of staff responsible for performing a variety of skilled, semi-skilled, and unskilled duties in support of the assigned Department's operations and services including those involved in constructing, repairing, installing, maintaining, landscaping, and cleaning City parks, buildings, streets, sidewalks, storm drains, water distribution, and wastewater collection systems; participates in performing the most complex work of the unit including the more complex maintenance assignments as well as administrative support duties.
2. Trains assigned employees in their areas of work including construction, maintenance, and repair methods, procedures, and techniques.

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3. Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.
4. Provides training in the operation of and supervises the use, care, and operation of construction and maintenance equipment and hand and power tools including dump truck, backhoe, street sweeper, trash truck/packer, pavement oiler, steam cleaner, water tap machine, sewer flushers and rodders, compressors, jackhammers, concrete mixer, lawn mowers, edgers and trimmers, pruner, chipper, chain and power saws, and drills; maintains tools and assigned equipment; performs preventive maintenance on equipment.
5. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures; performs safety and maintenance inspections.
6. Performs the full range of Maintenance Worker I/II duties; performs a variety of maintenance, repair, and construction work on various City facilities, structures, and systems including in the areas of City parks, buildings, streets, sidewalks, storm drains, water distribution, and wastewater collection systems; performs a variety of semi-skilled and heavy physical labor.
7. Conducts traffic control when working in traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
8. Transports equipment and material to work sites; loads and unloads equipment and materials.
9. Maintains inventory of commonly used parts, tools, equipment, and vehicles used in the City's construction, maintenance and repair activities; researches information and prepares specifications for the purchase of tools, equipment, and vehicles for assigned areas; organizes and effects the timely maintenance and/or replacement of tools, equipment, and vehicles.
10. Assists in the implementation of the City's Maintenance Worker Safety program; leads safety meetings; provides safety training; ensures assigned personnel are oriented in departmental procedures, safety practices, systems operations, and other governing regulations; purchases and maintains safety equipment.
11. Participates in the selection of new staff; participates in interviewing and evaluating prospective contractors for major projects.
12. Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints.
13. Maintains assigned records including EPA records and smog records as assigned; prepares necessary reports including sewage spill reports.
14. Provides 24-hour emergency stand-by and weekend stand-by; responds to emergency and public calls as necessary including those after hours.
15. Utilizes proper safety precautions related to all work performed.
16. Serves as acting Superintendent as assigned.
17. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Operations, services, and activities of a construction, maintenance, and repair program. Principles of lead supervision and training.
2. Occupational hazards and standard safety practices.
3. Types and level of maintenance and repair activities generally performed in a field maintenance program.
4. Methods and techniques of conducting on-site work inspections.
5. Pertinent federal, state, and local laws, codes, and regulations.
6. Methods and techniques of general construction, maintenance, and repair related to the area of work assigned.
7. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.
8. Proper procedures used in the maintenance and repair of hand and power tools.
9. Practices and procedures of traffic control.
10. Materials, methods, terminology, and tools used in the maintenance and repair of streets, storm drains, sidewalks, curbs, and related systems.
11. Materials, methods, terminology, and tools used in the maintenance and repair of water distribution and wastewater collection systems.
12. Materials, methods, terminology, and tools used in building maintenance and repair.
13. Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals.
14. Tree care, pruning, and removal principles and practices.
15. Methods and techniques of irrigation systems installation and maintenance.
16. Principles and practices of record keeping.
17. Basic office procedures, methods, and equipment including computers and supporting software applications.
18. Geography of the City and the locations of its streets and facilities.

**Ability to:**

1. Lead, organize, and review the work of staff.

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2. Independently perform the most difficult general construction, maintenance, and repair work related to the area of work assigned.
3. Interpret, explain, and enforce department policies and procedures.
4. Ensure safety around work areas in high traffic.
5. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
6. Maintain and repair a variety of tools and equipment.
7. Read maps, blue prints, and diagrams.
8. Ensure adherence to safe work practices and procedures.
9. Maintain records including time and material use records.
10. Safely drive and skillfully operate power equipment and hand tools involved in parks, buildings, streets, sidewalks, storm drain, water distribution, and wastewater collection systems maintenance, repair, and construction.
11. Work independently in the absence of supervision.
12. Understand and follow oral and written instructions.
13. Learn to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade. Specialized training or college level course work in construction technology, maintenance, or related field is desirable.

**Experience:**

Three years of increasingly responsible general maintenance, repair, and construction experience comparable to a Maintenance Worker I/II with the City of Placerville.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Some assignments may require possession of a Class B driver's license.

Some assignments may require possession of a Qualified Applicator

Certificate. Some assignments may require possession of a Pool

Operator Certificate.

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Some assignments may require possession of a Grade 2 Water Distribution Operator Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.

Date Established:  
Date Revised: June, 2004  
*Johnson & Associates*