

PUBLIC WORKS SENIOR MAINTENANCE WORKER

DEFINITION

Performs a variety of semiskilled and skilled work in the construction, modification, maintenance, repair and operation of City infrastructure, including streets, parks and landscaped areas, trees, storm and wastewater collection sewers, facilities and appurtenances; performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

This class receives general supervision from a Public Works Maintenance Supervisor. Direct supervision is provided to one or more crews of Public Works Maintenance Workers and direct or indirect direction and work instruction and/or review may be provided to part-time or volunteer staff on a project basis.

CLASS CHARACTERISTICS

The Public Works Senior Maintenance Worker is an advanced journey-level class, capable of performing a wide variety of semi-skilled or skilled work and equipment operation to ensure that the public facilities and infrastructure of the City are maintained in a safe and effective working condition. Responsibilities include leading projects and performing work in all operational and maintenance areas, depending upon the immediate needs of the City. While incumbents may possess craft-level skills in one or more areas of activity, all are expected to be able to perform semi-skilled maintenance and repair in all areas of assignment. This class is distinguished from Public Works Maintenance Supervisor in that the latter is the full working supervisory level in this maintenance class series.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs the more skilled construction, maintenance and repair work for all City infrastructure, including streets, storm sewers, wastewater collection lines, parks and landscaped areas and facilities.
- Operates a variety of light and heavy construction equipment, trucks and other vehicles in the course of the work.
- Troubleshoots problems, makes field decisions to complete projects and determines materials and supplies required to complete assignments.
- May provide lead direction to staff on a project basis and instruct staff in work procedures.
- Performs the full range of duties of a Public Works Maintenance Worker, such as:
 - ... Excavating and preparing potholes and excavations related to wear for repair/patching on streets, including loading cold and hot mix, asphalt and patching oil and applying and finishing as required;
 - ... Mixing, thinning and applying paint and striping streets, crosswalks and stop sign bars;
 - ... Planting, watering, fertilizing and removing annual and perennial plantings and maintaining landscaped areas in an attractive condition.

- ... Mowing, raking and edging grass areas; removing weeds; pruning hedges, shrubs and trees in parks and street areas; and removing trees as required;
- ... Installing and repairing irrigation systems and applying herbicides and pesticides;
- ... Cleaning storm drains, sidewalks, and other appurtenances using a variety of vehicles, and hand and power tools and equipment;
- Troubleshoots maintenance and repair problems, determines materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- Performs a variety of skilled and semi-skilled maintenance and repair work on all City infrastructure as the City requires; performs basic remodeling to City facilities; paints the inside and outside of City buildings; removes graffiti and repairs vandalism.
- Maintains public facilities, shop areas and other buildings in a clean and orderly condition;
- Repairs and replaces plumbing fixtures; inspects and performs routine maintenance on HVAQ equipment.
- Operates a variety of vehicles and construction equipment.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintains basic logs and records of work performed and materials and equipment used.
- Reports the need for major contract repair or maintenance of facilities and equipment.
- May serve as a Public Works Supervisor on a relief or as-assigned basis; assists with the instruction and direction of new or temporary staff.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment such as found in the City.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable codes and regulations.
- Shop arithmetic.
- Safe driving rules and practices.
- Basic traffic control procedures.

Skill in:

- Assigning and reviewing the work of others on a project basis.
- Instructing staff in work procedures.
- Performing semiskilled construction, modification, maintenance and repair work on a variety of facilities, buildings, grounds and equipment such as found in the City.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Skillfully and safely using and maintaining tools and equipment related to the work.
- Making accurate arithmetic calculations.

Public Works Senior Maintenance Worker
Page Three

- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and basic written records of work performed.
- Understanding and following oral and written directions.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school and two years of semi-skilled construction, maintenance and/or repair experience in a variety of craft areas equivalent to the City's class of Public Works Maintenance Worker.

License:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Specified positions require possession of a class B driver's license prior to completion of the probationary period.

Working Conditions:

Works inside and outside. . Must be available for regular standby assignments and work off-hours shifts and emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic, potentially hazardous chemicals and conditions. Positions requiring a class B driver's license are subject to random drug testing in accordance with Department of Transportation guidelines.

Physical Demands:

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, climb ladders, drive a motor vehicle and heavy construction equipment; lift and move materials and equipment (weighing to 90 pounds) and heavier weight with the use of proper equipment; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.