



SENIOR MAINTENANCE WORKER

DEFINITION

Under general supervision, leads and participates in a variety of activities involved in the installation, maintenance, and repair of City streets and related infrastructure, water, and sewer systems, lines, and equipment; performs underground televised wastewater line inspection and hydrocleaning and rodding of sewer lines; inspects and performs preventive maintenance, servicing, and mechanical repair of stationary and mobile equipment; trains and provides work direction and guidance to assigned personnel; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Supervisor. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Maintenance Worker series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex duties related to the installation, repair, and maintenance of City infrastructure and facilities. Incumbents also provide lead direction and functional supervision to technical staff. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete the work. This class is distinguished from the Public Works Supervisor in that the latter provides direct supervision to lower-level staff and is responsible for work performed by the unit.

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 the streets maintenance assignment:

- Leads and participates in a variety of activities involved in the maintenance and repair of City streets and related infrastructure; prepares streets for paving, asphalt, and concrete repair; utilizes asphalt and other materials to pave, grade, and patch roads and shoulders; fills holes and seals cracks; assists in ensuring streets are maintained in safe and effective condition.
- Oversees and participates in the operation of snow plows to clear streets of snow; hauls snow and utilizes chains as necessary; operates a street sweeper to clear streets of trash and debris.
- Leads and participates in the digging, repair, maintenance and cleaning of culverts and drainage ditches; repairs concrete sidewalks, curbs, and gutters; cleans surface drains; flushes sewer lines; repairs water leaks.
- Paints and stripes curbs, handicap zones, stop lines, crosswalks, school zones, and roadways; installs and maintains street and traffic safety signs and markers.
- Performs a variety of grounds maintenance and gardening duties; trims and prunes trees; mows and edges lawns and other turf grounds; applies pest control methods to eradicate weeds.

- Performs general maintenance and repair such as painting, carpentry, and roofing to City buildings, facilities and equipment.

When performing the utilities maintenance assignment:

- Leads and participates in a variety of activities involved in the installation, maintenance, and repair of City storm drain, water, and sewer systems, lines and equipment.
- Leads and participates in a variety of activities involved in ensuring safe and efficient storm drain, water, and sewer line flow, operations, and services; investigates public complaints; troubleshoots, diagnoses, and resolves problems and malfunctions; inspects completed projects for accuracy and completeness.
- Oversees and participates in the inspection and cleaning of storm drain, water and sewer lines; flushes obstructions from sewer lines; repairs and replaces valves, control devices, pipes, fittings, and other fixtures, parts, and equipment; installs, maintains, and repairs fire hydrants and manholes.
- Installs new water and sewer connections, equipment, and components at construction sites; oversees and participates in mapping and locating storm drain, sewer, and water lines, valves, and other system components.
- Turns utilities services on and off as directed.
- Monitors inventory levels of storm drain, water and sewer system supplies; orders, receives, and maintains inventory of supplies.

When performing all assignments:

- Trains and provides work direction and guidance to assigned personnel; assigns employee duties and reviews work for accuracy, completeness, and compliance with established standards and procedures; provides input concerning employee hiring and evaluations as requested; encourages employees to comply with established standards, requirements, laws, codes, regulations, policies and procedures.
- Communicates with City personnel, the public, and various outside agencies to exchange information, coordinate activities, and resolve issues and concerns; resolves customer service issues, conflicts, and complaints in an effective and timely manner.
- Oversees and participates in the operation and maintenance of a variety of heavy and light equipment including trucks, dump trucks, flushers, skip loaders, backhoes, paint sprayers, rollers, graders, boom trucks, mowers and various hand and power tools; train subordinates concerning equipment use and operation as needed.
- Assists in the development and implementation of street maintenance and storm drain, water, and sewer system maintenance projects; estimates labor, material and equipment requirements for projects; assists in coordinating response to customer service calls, public complaints, and work orders and requests; inspects finished projects for accuracy and completeness.
- Drives dump trucks and pickup trucks to haul and transport equipment, supplies, and materials to and from project locations; loads and unloads materials, supplies, and equipment.
- Assists in coordinating and participates in responses to storm drain, water, sewer, and other public works emergencies on an on-call, rotational basis and as needed; participates in clean-up activities after major storms.
- Prepares and compiles various records related to materials, labor, equipment and assigned activities.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Practices, procedures, methods, materials and equipment involved in the installation, cleaning, maintenance and repair of storm drain, water and sewer lines, valves, pipes, fittings, fire hydrants and

related infrastructure.

- Diagnostic techniques for storm drain, sewer and water system problems and malfunctions.
- Practices, procedures, methods, materials and equipment involved in the maintenance and repair of streets, sidewalks, ditches, drains, sewer lines and related infrastructure.
- Heavy and light equipment related to the work including trucks, dump trucks, skip loaders, backhoes, paint sprayers, rollers, mowers, snow plows, street sweepers and hand and power tools.
- Health and safety regulations and procedures.
- Standard layout of traffic striping.
- Legal and defensive driving practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of technical staff.
- Effectively provide staff leadership and work direction.
- Lead and participate in a variety of activities involved in the installation, maintenance, and repair of City streets and related infrastructure, storm drain, water, and sewer systems, lines, and equipment.
- Troubleshoot, diagnose and resolve storm drain, water and sewer system problems and malfunctions.
- Operate a variety of heavy and light equipment including backhoes, loaders, graders, dump trucks, flushers, snow plows, mowers, and various hand and power tools.
- Prepare and compile various records related to work performed.
- Perform mandatory stand-by duties and respond to emergency call-outs following City policies and procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 graduation from the twelfth (12th) grade and three (3) years of increasingly responsible work experience in the maintenance and repair of streets, water, and sewer systems, lines, equipment, and related infrastructure.

Licenses and Certifications:

- Possession of a Class B driver's license is required by the State of California, Department of Motor Vehicles, to perform the duties of the position.
- Possession of a Water Distribution Operator Grade D2 certification is required upon appointment.

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, 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 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

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, electrical hazards, and/or bio hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.