



June 2019
FLSA: Non-Exempt

SENIOR MAINTENANCE WORKER

DEFINITION

Under general supervision, plans, schedules, directs, assigns, and participates in the work of staff responsible for constructing, repairing, maintaining, and replacing Town infrastructure including streets, parks, buildings, and drainage facilities and systems; uses and operates a variety of tools and light to heavy equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Maintenance Worker series responsible for performing the most complex work assigned to the series, as well as providing lead direction on a day-to-day basis to an assigned crew. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Public Works Manager in that the latter has full management responsibility for all maintenance and operations programs and activities of the Public Works Department.

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.

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure that repairs, maintenance, and project activities are performed in accordance with Town standards and specifications.
- Monitors quality of work and identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes and shift staffing levels; implements changes and improvements after approval.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Performs construction, maintenance, and repair activities of Town streets, roadways, curbs, sidewalks, and drainage infrastructure; maintains and repairs asphalt pavement, concrete, traffic and street signs, and pavement markings.
- Performs routine cleaning, inspection, and preventative maintenance work for Town buildings.
- Inspects, cleans, maintains, and repairs storm drains and catch basins.
- Trims and prunes bushes, trees, and shrubs and removes weeds to provide clearance of roadways, easements, sidewalks, and signs.
- Performs street sweeping and snow plowing duties and other cleaning activities on public sidewalks, streets, parking lots, roadways, parks, and Town Hall.

- Inspects and repairs park equipment, drinking fountains, public restrooms, benches, lighting, pathways, fences, and other park and landscape amenities; ensures that all aspects of equipment are functioning safely.
- Maintains Town parks, landscaping, medians, and right-of-way areas; Maintains, monitors, troubleshoots, and programs park irrigation systems; repairs sprinklers, booster pumps, water feature pumps, backflows, main lines, and valves.
- Waters, mows, weeds, renovates, and fertilizes lawns; plants, prunes, and cares for trees, shrubs, groundcovers, and flowers.
- Inspects assigned Town infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired; assists in developing work plans and priorities.
- Operates and maintains hand and power tools, vehicles, and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town infrastructure.
- Observes safe work methods and makes appropriate use of related safety equipment as required; participates in coordinating safety training.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and Town staff; assists with clearing the roadway after a traffic accident.
- Responds to emergency issues that may cause a road hazard, including down trees or power lines, landslides, flooding, potholes, and traffic signal malfunctions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Receives and responds to service calls and resident complaints; investigates resident issues and complaints; resolves or refers issues to supervisor.
- Responds to after-hours emergencies.
- Orders supplies and tools as necessary; assists with preparing documents for equipment procurement.
- Locates underground utilities as part of Underground Service Alert (USA) to inform contractors, agencies, and Town employees doing construction, excavation, or digging work.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, and systems similar to those in a municipal environment.
- Operational characteristics and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment used in public works operations.
- Occupational hazards and safety equipment and practices related to the work, including driving rules and practices, traffic control procedures and regulations, and confined space entry.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Basic mathematics.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town 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 assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Perform construction, modification, maintenance, and repair work of Town infrastructure including streets, parks, buildings, and drainage facilities and systems.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate arithmetic calculations.
- Safely and effectively use, operate, and maintain hand and power tools, vehicles, and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town infrastructure.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the Town 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 completion of the twelfth (12th) grade and two (2) years of increasingly responsible professional experience in construction, maintenance, or repair equivalent to a Maintenance Worker II with the Town or three (3) years of increasingly responsible experience in street or grounds maintenance or heavy construction.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class B Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment,

and to operate a motor vehicle and visit various Town sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or 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 and/or electrical 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.