

#### SENIOR MAINTENANCE WORKER

## **DEFINITION**

To perform a variety of skilled work involving the construction, maintenance and repair of City's streets and to provide lead supervision to a large crew of lower level maintenance personnel and to act as the Maintenance Supervisor in the absence of the incumbent.

# SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Maintenance Supervisor. Responsibilities include providing lead supervision and training for semi-skilled and skilled maintenance personnel. Positions assigned to this class perform the full range of duties normally expected of the Maintenance Worker series. It is distinguished from the Maintenance Worker III classification in that positions assigned to this class are expected to assume lead supervision over a large crew of Maintenance Workers I, II and III's and act as an assistant to the supervisor.

#### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

# **ESSENTIAL JOB FUNCTIONS**

Act as a lead worker for a large crew of maintenance workers on assigned projects. Assist in the scheduling of maintenance work, ordering of materials, and maintain routine records including utilization and tracking of budgetary items and projects. Assist in the training, supervision, and evaluation of assigned crew members. Perform duties in the general maintenance and repair of streets and sidewalks. Assist in the inspection of work of private contractors engaged in maintenance work for the City. Ensure appropriate traffic control during all phases of construction projects. Regular and consistent attendance.

#### OTHER JOB FUNCTIONS

Respond to public service calls and complaints. Serve in a standby status after regular working hours and respond to emergency call-outs. Assist in the evaluation of operations and activities and make recommendations for improvements and modifications. Assist in the preparation of reports, inquiries and projects. Instruct subordinates in proper work techniques of equipment and safety precautions and requirements. Perform related duties as assigned.

## **QUALIFICATIONS**

# **Knowledge of:**

Methods, tools, and materials used in street maintenance and repair. Hazards associated with the assigned work and proper safety precautions including appropriate traffic control devices. Traffic laws, ordinances and rules involved in truck and heavy equipment operations. Principles of supervision and training.

# Skill to:

Perform highly skilled maintenance, construction and repair work in the area of work assigned. Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner. Act as a lead worker for a large crew of maintenance personnel. Read and interpret basic maps and blueprints. Maintain routine records. Communicate effectively, both orally and in writing. Supervise and train less experienced personnel.

## Ability to:

Interact effectively and courteously with the public. Implement new and existing construction and maintenance work procedures and practice. Operate and maintain machinery and equipment related to the maintenance, repair and alterations of public works operations. Maintain and repair light power equipment. Perform heavy manual labor. Collect and enter data in an electronic format. Interpret and apply policies and procedures. Establish and maintain effective work relationships with those contacted in the performance of required duties.

# **Minimum Education and Experience:**

#### **Education:**

High School Diploma or equivalent supplemented by coursework or training in construction and maintenance or closely related field.

# **Experience:**

Two years of experience performing duties comparable to those of a Maintenance Worker III.

## **License and Certificate:**

Required upon hire, possession of a valid Class B California Driver's License with a Tank and Air Brake Endorsement. Possession of a valid Class A California driver's license, First Aid, CPR certifications; and a Signs and Markings Specialist Level II certificate from the International Municipal Signal Association is required prior to permanent appointment.

COUNCIL ACTION: June 20, 2006