

## **SENIOR MAINTENANCE WORKER**

### **DEFINITION**

To organize, assign and review the work of assigned staff engaged in the maintenance and repair of streets, sidewalks, signs, storm drains, landscaping, medians and municipal buildings and facilities; to perform maintenance duties requiring specialized knowledge; and to provide highly responsible maintenance support to assigned supervisor.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing locksmith and sign fabrication work, and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Maintenance Supervisor.

Exercises technical and functional supervision over assigned maintenance staff.

### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to a variety of skilled and semi-skilled maintenance work in streets, medians, sidewalks, parks and landscaping, and building and facilities.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Conduct safety and training meetings.

Troubleshoot and fabricate secure storage for equipment carried in Police vehicles.

Fabricate street signs using computer and applicable software, and cutter/plotter.

Plan and execute layout of irrigation systems.

Perform locksmith duties as necessary.

Operate heavy equipment as necessary; perform any and all duties required of subordinates as necessary; perform creek clean up and street painting.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of technical and functional supervision and training.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Principles and practices of contract administration and budgeting.

Basic recordkeeping.

Safe operation of power equipment, including mowers, trucks, loaders, and related equipment.

Materials, methods and practices used in street construction.

Methods, techniques, and safety practices used in maintaining streets, catch basins, sidewalks, curbs, gutters, landscapes, and buildings.

Proper and effective use of tools and equipment used in parks, grounds, buildings and facilities.

Irrigation repair and maintenance.

Methods, techniques, equipment and procedures used in tree trimming.

#### Ability to:

Perform the most complex duties related to streets, parks, and building/facilities maintenance work.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; intermittently, stand and walk while performing maintenance duties; bend, squat, climb, kneel, and twist when performing maintenance; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds.

Provide technical and functional supervision over assigned staff; effectively train staff.

Safely operate motorized vehicles and heavy equipment.

Operate a two-way radio and other communications equipment.

Complete required paperwork and documentation.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Maintenance Worker II with the City of San Pablo.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession and maintenance of a valid Class B California driver's license, with Passenger and Air Brake Endorsements.

Possession of a Qualified Applicator Certificate, category B (Landscape Maintenance) and category C (Right of Way) from the California Department of Pesticide Regulation.

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