

SENIOR MAINTENANCE WORKER

DEFINITION

To perform maintenance, construction, and repair duties requiring specialized knowledge; to organize, assign and review the work of assigned staff engaged in maintenance of city streets, parks, cemeteries and water distribution systems; 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 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 an assigned 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 unskilled, semi-skilled, and fully skilled labor in the maintenance, construction, and repair of city streets, parks, cemeteries and water distribution systems.

Schedule and oversee the work of outside contractors; perform inspections of work; coordinate maintenance projects with other divisions and departments.

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.

Ensure that work is accomplished using safe work practices and observing safety rules and precautions.

Operate a variety of construction equipment related to area of assignment.

Use a wide variety of hand and power tools related to area of assignment.

Read, interpret, and explain maps, blueprints, diagrams and work orders.

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.

Regulations and codes applicable to area of assignment.

Departmental policies, procedures, and regulations.

Procedures, methods and materials used in assigned duties.

Safe work practices, including safety precautions for operating power equipment, working in traffic and under hazardous conditions.

Arithmetic sufficient to calculate volumes, areas, lengths, percentages and conversions.

Ability to:

Provide technical and functional supervision over assigned staff including training.

On a continuous basis, know and understand maintenance activities and observe and explain safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

On a continuous basis, work outside in different types of weather while exposed to heavy traffic, noise, dust, fumes, vibrations, airborne particles, noxious odors, grease oil, cleaning chemicals, paint, glues, solvents and spills. Intermittently, sit while driving a

piece of equipment; stand and walk over rough, uneven or rocky surfaces while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders or climb up on to heavy equipment to begin operations; perform duties in cramped areas such as trenches, vaults, and manholes; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Perform the most complex maintenance, construction and repair duties related to area of assignment.

Anticipate situations and prepare accordingly.

Determine the most efficient method for accomplishing tasks with available resources; give direction to subordinate personnel in conformance with department policy.

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:

Three years of responsible journey experience similar to Maintenance Worker II with the City of Sonoma.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Water Distribution Operator Grade 2 certificate issued by the State Water Resources Control Board.