

**SENIOR MAINTENANCE WORKER
(PUBLIC WORKS DIVISION)**

DEFINITION

This position is under the direction of the Public Works Supervisor and is responsible for leading and directing the work of a public works maintenance crew. This classification also performs the more complex and difficult tasks in the maintenance and repair of the City's streets, storm drains, wastewater collection facilities and other public works facilities.

SUPERVISION EXERCISED AND RECEIVED

Directly supervises the work of Maintenance Workers. Receives direct supervision from the Public Works Supervisor and indirect supervision from the Public Works Superintendent.

ESSENTIAL AND IMPORTANT DUTIES

- Supervises the work of the Maintenance Workers, including the determination of work procedures and materials and methods, assisting workers with special projects and in solving work problems, enforcing City regulations and policies, and encouraging performance of assigned tasks at a productive and efficient work pace.
- Ensures that the work schedules, developed by the Public Works Supervisor, are effectively implemented and adhered to. Monitors the quality and quantity of the work of employees by reviewing progress to determine if maintenance schedules are being met. Identifies problems in the quantity and quality of work and takes prompt and effective corrective action. Keeps written logs to assist the Public Works Supervisor with the performance evaluation process.
- Implements safety programs for equipment use and ensures proper safety training. Trains all personnel on the safe, effective operations of equipment. When new equipment is introduced, trains maintenance workers on the safe, effective operations of the equipment prior to authorizing use of the equipment. Ensures on-going safe practices are followed.
- Organize and direct the work furlough program and assigns projects.
- Identifies better methods for meeting service demands through streamlining and improving work methods, and tests possible improvements.
- Develops responsibility and team work among Maintenance Workers by ensuring that each person understands his/her work responsibilities. Encourages communication and feedback with and among employees.
- Motivates employees by providing recognition and a sense of achievement when a job is well done. Helps them learn new skills to enhance their career growth. Informs maintenance workers of areas which require improvement and works with them to achieve the improvement.
- Maintains thorough knowledge of all department emergency procedures.
- Oversee and participate in the maintenance and repair of City streets, storm drains, waste water collection facilities and other public works facilities.
- Purchases necessary supplies and equipment.
- Repairs surface failures, utility cuts, and chuckholes in asphalt pavement properly and competently, using a pavement breaker to square cut the pavement, an emulsion spray unit to apply a tack coat to the edge of the pavement in the excavated area, hand talls to fill the

excavated area with hot or cold asphalt and to rake it smooth, and a vibratory tamper, roller, or the dump truck to compact the asphalt. Hauls asphalt to the job site using a dump truck.

- Seals cracks in asphalt pavement, including cleaning the cracks of foreign matter with an air compressor, filling the crack with an asphalt compound, and covering the asphalt compound with sand. Hauls the asphalt compound to the job site using a dump truck.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of functions, qualities and characteristics of materials and supplies used to maintain City public work facilities and equipment. Proper operation of vehicles, including light and medium 2-axle dump trucks; proper safety precautions.

Ability to provide instruction and guidance to maintenance workers. Read, write and speak English in order to communicate effectively with the public, subordinates and supervisors; comprehend and accurately follow oral and written instructions; count; perform heavy and physically demanding work for lengthy, continuous periods of time. Learn, use and retain knowledge of department policies and procedures. Ability to establish, maintain and foster cooperative working relations with others contacted in the course of work; foster team work within the department. Guide and evaluate the work of maintenance crews and diagnose problems as they impact maintenance.

Skills to safely drive all vehicles, including 3-axle trucks; accurately prepare and maintain records; perform job duties.

EDUCATION AND TRAINING

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school and three years of work experience in public works.

SPECIAL REQUIREMENTS

Must be able to perform the essential and important duties of this classification individually and unassisted by other persons, and be able to:

- Work inside approximately 5% of the time and outside the other 95% in all weather conditions, including in the rain.
- Work with equipment that gives off loud noises, including jack hammers, and other noises. Ability to work with a jack hammer, which gives off vibrations.
- Work in a stooping position 1-2 hours per day.
- Work while bending at the waist up to 90 degrees.
- Lift and carry up to 100 pounds, 3-6 hours per week, occasionally lifting this weight vertically approximately 3-4 feet.
- Work with frequent neck motion and flexion, and continuous gripping and grasping .

LICENSES, CERTIFICATES AND REGISTRATION

Possession of a California commercial driver's license (Class B) issued by the State Department of Motor Vehicles, and possession of or, ability to obtain within six (6) months from the date of hire. Possession of a California commercial driver's license (Class A) issued by the State Department of Motor Vehicles may also be required.