SENIOR MAINTENANCE WORKER
(PARKS/BUILDING DIVISION)

DEFINITION
Under direction of the Parks Superintendent the incumbent is responsible for directing and evaluating the work of a maintenance crew and performs the more complex and difficult tasks in the maintenance and repair of City facilities and City buildings.

SUPERVISION EXERCISED AND RECEIVED
Plans and supervises the work of full-time and part-time maintenance, custodial, and contract workers. Receives direct supervision from the Parks Superintendent.

ESSENTIAL AND IMPORTANT DUTIES
Maintains all City facilities in accordance with established building and fire codes and established policies and procedures including: making repairs, glazing, applying sheetrock, painting, and performing minor plumbing, carpentry, electrical, and heating work. Ensures buildings are clean and well maintained at all times. Also, purchases necessary supplies and equipment and maintains a variety of building maintenance records.

Supervises and performs all duties associated with the maintenance, repair and cleanliness of city facilities. Determines work procedures, materials, and methods. Assists workers with special projects and solving work problems. Enforces City regulations and policies, and coaches staff to be productive and effective in completing assigned work on schedule.

Monitors the quality and quantity of work performed and recommends ways to streamline and improve overall unit work methods. Prepares and delivers employee performance evaluations.

Motivates employees by providing recognition when a job is well done. Teaches and coaches staff to learn new skills and enhance existing skills. Instills a strong sense of individual responsibility; promotes team work and encourages communication and feedback with and among employees.

Informs those supervised of performance areas which require improvement or correction and works with them to achieve the improvements.

Recommends and implements safety programs for equipment use and ensures proper safety training. Recommends safety training and trains or obtains training for all assigned staff on the safe, effective operations of equipment. Maintains thorough knowledge of all department emergency procedures.

Utilizes computer data and control systems to enhance work performance including but not limited to scheduling and recording activities, diagnosing equipment functions, and tracking associated costs.

May occasionally perform the following duties: provide maintenance for irrigation systems including repairs, modifications, and new installations; break out and replace
concrete sidewalks and gutters using appropriate tools and equipment including heavy machinery and driving three axle trucks.

**JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of** principals, methods practices, and procedures related to the efficient operation of a building maintenance program; techniques, methods, services, tools, arithmetic and computer uses associated with building maintenance; materials associated with the construction and maintenance of buildings. Related OSHA Safety Regulations and safety procedures and practices common to building maintenance and physical labor in general, including safe lifting and carrying techniques, and the safe operation of tools, equipment and vehicles used in the field.

**Ability to** plan, direct, and coordinate the activities of the building maintenance program. Communicate effectively with the public, subordinates and supervisors; effectively seek out, comprehend and accurately follow applicable codes and city policies, and oral and written instructions; perform heavy and physically demanding work for lengthy, continuous periods of time. Keep accurate records and prepare required reports. Learn, use and retain knowledge of department policies and procedures.

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

**EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school and the equivalent of three years of related work experience in parks and/or public works or any job with an emphasis in building maintenance.

**OTHER REQUIREMENTS**

Must be able to safely perform the essential and important duties of this classification and be able to:

- Work inside approximately 80% of the time and outside the other 20% in all weather conditions, including in the rain.
- Work with equipment that produces sustained loud noises, including leaf blowers, power mowers, 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

Also, must be able to work overtime during storm situations and other regularly scheduled and unscheduled overtime events.

**LICENSES, CERTIFICATES AND REGISTRATION**
Possession of or the ability to obtain within six months, a Class B California driver's license issued by the State Department of Motor Vehicles.