

**SENIOR MAINTENANCE WORKER**

**PURPOSE**

To organize, assign and review the work of assigned personnel engaged in semi-skilled and skilled tasks related to the maintenance and repair of City's parks, buildings, streets, storm drain ponds and related facilities; to perform duties requiring specialized knowledge; and to provide support to assigned supervisor.

**WORKING CONDITIONS**

Work is performed predominately outdoors and includes exposure to various weather conditions, hazardous materials, noxious odors, confined spaces, airborne particles, noise, and traffic hazards.

**PHYSICAL DEMANDS**

Moderate to heavy lifting (up to 50 pounds); prolonged periods of standing, stooping, reaching, crawling, and climbing. Also emphasizes vision and hearing.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a higher level supervisor (e.g. Streets & Streetscapes Maintenance Supervisor or Parks & Building Maintenance Supervisor or Public Works Superintendent).

Exercises technical and functional supervision over assigned maintenance staff.

**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 the series, which may include providing technical and functional supervision over assigned personnel.

**ESSENTIAL JOB FUNCTIONS** – Duties may include, but are not limited to, the following:

**WHEN ASSIGNED TO BUILDINGS**

Performs semi-skilled and skilled repair, maintenance and janitorial tasks of City buildings including the cleaning of City buildings; installs, repairs, and maintains plumbing fixtures and equipment; inspects and repairs doors, locks, windows, floors, and gates; inspects various maintenance projects; prepares inspections; reports on maintenance and janitorial needs, and potential safety problems related to City building and facilities; ensures facilities are properly locked and secured; performs minor electrical repair such as replacing ballasts and installing outlets; works collaboratively with outside vendors and contractors in identifying unusual problems and/or maintaining and repairing City facilities and buildings. Positions operate equipment including, but not limited to, power saws, drills, doweling jigs, routers, drill presses, spray painting equipment, sanders, grinders, sand blasters, compressors, vacuum pumps, vacuum cleaner and floor buffer.

**WHEN ASSIGNED TO STREETS**

Performs semi-skilled and skilled repair and maintenance tasks involving traffic painting, traffic sign installation and maintenance and installation of reflectors; performs minor street asphaltting, patching and sealing; performs cement work on sidewalks, curbs and gutters; marks underground facilities; performs weed spraying, tree and bush trimming to avoid obstruction of traffic signs and line-of-sight; oversees and coordinates the work of contractors as it relates to the construction and maintenance of streets. Positions operate backhoe for preparing grades and trenching and operate other equipment including, but not limited to, paint sprayer and striper, tractor, scraper, rototiler, chain saw, chipper, weed eater, mower, air compressor, paving machine, sand blaster, and emulsion sprayer.

**WHEN ASSIGNED TO PARKS AND/OR STREETSCAPES**

Performs semi-skilled and skilled repair, maintenance and landscaping tasks involving City parks including irrigation system installation and maintenance; conducts playground equipment inspection, maintenance and installation; performs graffiti removal; maintains swimming pools; performs pesticide, herbicide and fungicide spraying; tree and bush trimming to avoid pedestrian traffic, obstruction of traffic signs and line-of-sight; cleans and maintains park facilities, buildings and associated facilities; oversees and coordinates the work of contractors as it relates to park and streetscapes maintenance and construction. Positions operate equipment which include, but are not limited to, mowers, spray rigs, electric, air and hydraulic powered hand tools, hedge-shears, blowers, weed eaters, backhoes, trenchers, lift buckets, scrapers, chain saws, chippers and other heavy equipment.

### **ALL ASSIGNMENTS**

Plans, prioritizes, and reviews the work of staff assigned to a variety of duties related to the maintenance and repair of public works facilities.

May perform standby duty; receive and respond to emergency calls.

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

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

Provides and coordinates staff training; works with employees to correct deficiencies.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Performs the most difficult work related to the maintenance and repair of City facilities, infrastructure, streetscapes or parks.

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

Performs related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge and Abilities:**

Knowledge of principles and practices of technical and functional supervision and training; advanced uses of general construction and maintenance tools, materials and equipment related to assignment; safe working practices; basic computer skills related to data entry/retrieval; basic principles of record keeping; operation of a variety of power and construction equipment including, but not limited to, trucks, loaders and related equipment; tools, methods and materials used in street, streetscapes, park, and building repair and maintenance; and regulations regarding pesticide/herbicide/fungicide use and water conservation.

Ability to provide technical and functional supervision over assigned staff; effectively train staff; perform the most complex tasks associated with the repair and maintenance of public works facilities; perform heavy manual labor; understand

and carry out oral and written directions; maintain a safe working environment; establish and maintain cooperative relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; maintain records; safely operate hand and construction tools and equipment.

**Education and Experience:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities would be:

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** Two years of responsible journey level experience equivalent to a Maintenance Worker II, Aquatics Maintenance Worker II or Utility Maintenance Worker II within the City of Dixon.

**Other Requirements:**

This position requires possession of a valid Class C California Driver's License within 30 days of appointment and a satisfactory driving record as a condition of initial and continued employment.

This position requires possession of, or the ability to obtain within 6 months of assignment, a Class B or A Driver's License with a tank and air brake endorsements, and a satisfactory driving record as a condition of continued employment. Building Maintenance Senior excluded from this requirement.

Possession of, or ability to obtain within 6 months of assignment, a valid California Pesticide Applicator's Certification as a condition of continued employment.