



MAINTENANCE WORKER III

DEFINITION

To plan, organize, perform tasks and supervise in a leadership capacity the daily operations of the Maintenance Worker classification. Install, inspect, maintain, troubleshoot, upgrade and repair City-owned streets, parking lots and sidewalks.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by Maintenance Supervisor, or his/her designee. This is the journey level of the Maintenance Worker series and provides supervision over the Maintenance Worker I/II and less experienced temporary staff. It is distinguished from the Maintenance Worker II classification in that positions assigned to this class are expected to perform the most complex and highly skilled maintenance duties of the division assigned under minimal supervision

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; this is not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Assist the Maintenance Supervisor with development of maintenance procedures and reports
- Assist with Employee Performance Appraisal and training personnel as assigned
- Promote, maintain and correct unsafe/working conditions
- Assist Signs and Markings Group with the installation of signs and road markings
- Provide lead supervision and technical support to staff
- Inspect, maintain, repair and operate a wide variety of streets and sidewalk equipment and other equipment needed to complete assigned work
- Verify equipment compatibility with existing installations
- Conduct routine maintenance on streets, sidewalk equipment and traffic control devices
- Keep accurate and up-to-date records and notes on all related assignments using current City software and asset management/tracking equipment
- Review contract construction projects and submittals
- Assist other departments in addressing Right of Way (ROW) issues within the city. This may include homeless camps, illegal dumping and blight related issues
- Proficiently read and interpret construction drawings, submittals, and repair manuals
- Prepare plans and specifications for the procurement of parts and supplies on assigned projects
- Ensure that proper safety precautions and safe work methods are followed
- Assist with the preparation of standard operating procedures
- Act as a lead worker for a crew of maintenance workers on assigned projects
- Comply with policies and procedures of the Department Illness and Injury Prevention Program

- Develop “punch lists” for work to be completed or corrected during construction
- Perform other duties as assigned
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on equipment impacting the public

OTHER JOB FUNCTIONS

- Provide general information to the public, other city departments, and vendors pertaining to area of assignment
- Perform preventative maintenance and minor repairs on assigned equipment
- Prepare and maintain accurate maintenance and repair records
- Present oral and written reports
- Create work orders and enter invoices
- Perform street and sidewalk inspections
- Use and maintain a variety of tools and test equipment as required
- Answer emergency calls and performs emergency repairs
- Assist in the annual budget preparation for the Streets Group as directed
- Work cooperatively with others.
- Drive vehicles and equipment as required
- Perform related duties as assigned.
- May work any shift, including weekends and holidays

QUALIFICATIONS

Knowledge of:

- Operational characteristics of equipment used in the construction and maintenance of the City’s ROW infrastructure
- Fundamental operation of personal computers and the software programs used by the city
- Methods, tools, and equipment used to maintain and repair test, calibrate a wide variety of streets equipment
- Hazards associated with the assigned work and proper safety precautions including appropriate traffic control devices and safe work practices, applicable codes, laws and ordinances
- Comprehensive knowledge of City of Woodland Policies and procedures contained in the Department Illness and Injury Prevention Program

Skill to:

- Interact effectively and courteously with the public
- Respond quickly in emergencies
- Perform highly skilled maintenance, construction and repair work in the area of work assigned
- Operate a variety of heavy equipment and hand tools in a safe and effective manner
- Examine and diagnose cause of asphalt and sidewalk failures
- Understand and carry out both oral and written directions in an independent manner
- Maintain written records and reports

- Read and interpret basic maps and blueprints
- Assist in the preparation and presentation of training and safety related items
- Supervise and train Maintenance Worker I/II classification

Ability to:

- Lead, organize and review the work of staff in the assigned groups
- Work independently and exercise good judgment
- Use and care for tools and test equipment used in maintaining and repairing streets, sidewalks and traffic control devices
- Generate cost estimates of labor and materials, maintain detailed records, and create oral and written reports
- Follow oral and written instructions/directions
- Read and interpret streets and sidewalk drawings, plans and specifications
- Establish and maintain effective work relationships as needed
- Operate assigned equipment proficiently
- Ability to setup efficient and safe traffic control worksites in high-volume vehicle traffic areas while applying good judgement and practical knowledge to help resolve unusual or irregular problems

Minimum Education and Experience

Education:

- High school diploma or equivalent. Coursework or training in construction maintenance or closely related field is highly desirable
- Courses in, or graduation from, the American Public Works Association's Public Works Institute is desirable

Experience:

- Three (3) years of experience performing duties comparable to those of Maintenance Worker II
- Two (2) years of supervisory experience is highly desirable

Licenses and Certificates:

- Required upon hire:
 - Valid class B California Driver's License with Tank and Air Brake Endorsements and DMV Medical. Class A with the same equivalent endorsements is desirable
- Licenses and certifications required prior to permanent appointment:
 - First Aid and CPR/First Aid Certifications
 - Work Zone/Flagger Safety Certification
 - Hazwoper/Sharps 24-hour Certification
 - Forklift Certification
 - Competent Person Certification
 - Backhoe & Mini Excavator Certification
 - IMSA or Approved Signs Technician Level II Certification

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.