



## **SENIOR MAINTENANCE WORKER**

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Maintenance Supervisor, or his/her designee. This is a journey-level position that will provide supervision over the Maintenance Worker classification, as well as less experienced full-time and temporary staff.

### **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
- Complete Employee Performance Appraisals and assist in training personnel as assigned
- Promote, maintain and correct unsafe/working conditions
- Provide lead supervision and technical support to staff
- Schedule and maintain comprehensive meetings and create agendas
- Install, inspect, maintain, troubleshoot, repair, and upgrade a wide variety of streets, sidewalk equipment
- 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
- 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
- Inspect and test equipment
- 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
- 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 ROW infrastructure and equipment impacting the public

**OTHER JOB FUNCTIONS**

- Present oral and written reports
- Prepare and maintain accurate maintenance and repair records using city software
- Attend construction meetings
- Create work orders and enter invoices
- Perform street and sidewalk inspections
- Use and maintain a variety of tools and test equipment as requires
- Answer emergency calls and performs emergency repairs
- Meet all standby program requirements; take standby duty, work any shifts including weekends and holidays
- Assists in the annual budget preparation for the Streets Group, as directed
- Perform related duties as assigned

**QUALIFICATIONS**

**Knowledge of:**

- In depth knowledge of streets and sidewalk equipment, as it relates to the City’s ROW infrastructure
- Fundamental principles of personal computers and their operational and maintenance software programs
- Methods, tools and equipment used to maintain, repair, test, troubleshoot, calibrate, and perform preventative maintenance on a wide variety of streets equipment
- Safe work practices, applicable codes, laws and ordinances, and practices of leadership
- Comprehensive knowledge of City of Woodland Policies and procedures contained in the Department Illness and Injury Prevention Program

**Skills to:**

- Interact effectively and courteously with the public
- Safely use heavy equipment and hand tools
- Read and follow construction plans and specifications
- Examine and diagnose cause of asphalt and sidewalk failures
- Respond quickly in emergencies
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- Communicate clearly and concisely, both orally, and in writing
- Keep accurate records
- Field supervision and training of Maintenance Worker III 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

- Use Maintenance Management Software
- Make 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
- Operate assigned equipment proficiently
- Ability to setup efficient and safe traffic control worksites in high-volume vehicle traffic areas
- Apply good judgement and practical knowledge to help resolve unusual or irregular problems related to the work assigned

### **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

#### **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.