

## SENIOR PUBLIC WORKS MAINTENANCE WORKER

### DEFINITION

Under general supervision, provides lead direction, training and work review to one or more maintenance crews on projects, at assigned sites or in areas of specialty; performs a variety of specialized skilled and semi-skilled work in the construction, modification, maintenance, repair and operation of City infrastructure, including streets, sidewalks, storm drains, landscaping, irrigation systems and trees; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Public Works Superintendent. No direct supervision of staff is exercised. Provides training and lead technical direction to lower-level classes and work crews.

### CLASS CHARACTERISTICS

This is the advanced-journey/lead level class in the maintenance series. A position is allocated at this level because work assignments require either: advanced skills necessary in the performance of more complex maintenance assignments, or lead responsibilities where direction is exercised at one or more job sites. Incumbents are expected to both monitor and coordinate work site activities and to perform physical work of both a skilled and semi-skilled nature. This class is distinguished from Public Works Superintendent by the latter's management, budgetary and departmental administrative support responsibilities in addition to assigning, supervising, reviewing and evaluating the work of Public Works Maintenance Workers.

### EXAMPLES OF DUTIES (Illustrative Only)

- Directs and reviews the work of one or more crews performing street and/or facility construction, maintenance and repair assignments.
- Trains staff in work procedures; ensures that safety equipment is worn and that precautions are followed by staff.
- Estimates supplies, staff and materials required to perform work; confers with the Public Works Superintendent regarding field contingencies and problems and ensures that needed work is completed.
- Performs specialized, technical and complex maintenance work, such as operating a variety of trucks and equipment and streets, grounds, buildings and other facilities.
- Maintains basic records of work performed and materials and supplies used.
- May coordinate and review the work of contract staff required for public works maintenance assignments.
- Contacts residents and businesses to inform them of work to be performed.
- Maintains public facilities, shop areas and other buildings in a clean and orderly condition.
- Performs repairs, maintenance and construction of streets, including repaving, patching and overlaying, crack sealing of asphalt and backfilling trenches and excavations.
- Applies paint and striping streets, crosswalks and stop sign bars; replacing reflective pavement markers and street signs and installing traffic signs.

- Performs repair maintenance and construction of sidewalks, curbs, gutters, catch basins and drainage structures.
- Operates specialized equipment such as sweepers, heavy trucks, backhoes, loaders and related construction equipment.
- Inspects and performing service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Reports the need for major contract repair or maintenance of facilities and equipment.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Maintenance principles, practices, tools and materials for maintaining and repairing streets, including traffic signs, street marking, and asphalt and concrete repair.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Basic methods and principles of carpentry and plumbing.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Basic supervisory principles and practices.
- Methods of trouble-shooting maintenance and repair projects.
- Applicable codes and regulations.
- Shop arithmetic.
- Safe driving rules and practices.
- Traffic control procedures and traffic sign regulations
- Techniques for dealing effectively with the public, vendors and City staff, in person and over the telephone.

### **Skill in:**

- Performing skilled and semi-skilled construction, modification, maintenance and repair work on facilities, streets, grounds, buildings and equipment such as found in the City.
- Operating specialized street maintenance and repair equipment.
- Setting up and operating a traffic area construction zone, including cones, barricades and flagging.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Providing lead direction and work review to public works maintenance staff.
- Training staff in work procedures.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Using English effectively to communicate in person, over the telephone and in writing.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and written records of work performed.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

**Education and Experience:**

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school and three years of experience in performing semi-skilled public works maintenance experience in a variety of craft areas at a level equivalent to the Public Works Maintenance Worker II.

**Licenses and Certificates:**

Must possess a valid California class C driver's license and have a satisfactory driving record. A California class B driver's license with appropriate endorsements for operating City equipment is desirable.

**Physical Demands:**

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing up to 100 pounds and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

**Working Conditions:**

Must be available for regular and emergency standby and weekend assignments and to be called-back and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions.