



AUGUST 2020
FLSA STATUS: NON-EXEMPT

SENIOR MAINTENANCE WORKER

DEFINITION

Under direction, plans, leads, oversees and participates in the more complex and difficult work of a crew responsible for the construction, modification, maintenance, and repair of the City's streets, water, storm drain, sewer collection systems, parks, and facilities; uses and operates a variety of manual and power tools and light to heavy power driven equipment; ensures work performed is compliant with mandated and City specifications, of high quality; provides technical and specialized assistance to the Public Works Maintenance and Operations Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Maintenance and Operations Manager. Exercises technical and functional supervision over lower level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Maintenance Worker classification series responsible for performing the most complex duties required to ensure that the City's infrastructure systems are maintained in a safe working condition and that they afford the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of the City's streets, water, storm drain, sewer and collection systems. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned maintenance crew. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Maintenance Worker in that the latter class is the journey level wherein incumbents are responsible for performing the full range of duties in assigned maintenance area(s). This class is distinguished from the Public Works Maintenance and Operations Manager in that the latter class is the division level manager responsible for directing and overseeing all public works maintenance and operations functions within the City. Incumbents in this class may temporarily fill in for upper level classifications in an out-of-class capacity.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

All Maintenance Areas:

- Provides technical and functional supervision to public works maintenance staff responsible for performing construction and maintenance duties for the City's infrastructure; reviews and controls quality of work; participates in performing routine to complex and specialized maintenance and repair work on assigned City public works infrastructure including streets, water, storm water, sewer collection systems, parks and facilities.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with management; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects City infrastructure for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.
- Observes safe work methods and makes appropriate use of related safety equipment as required; participates in safety training.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of municipal infrastructure systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to after-hours emergencies.
- Puts up, takes down and maintains holiday decorations.
- In coordination with the Yreka Police Department, locates, removes and cleans up transient encampments; which may include human waste and drug paraphernalia, with appropriate training and PPE.
- Performs other duties as assigned.

Street Maintenance Tasks:

- Plans, schedules, prioritizes, reviews and performs the most complex work of staff assigned to street maintenance; ensures that the construction, maintenance, and repair of City streets and roadways are performed in a quality manner to ensure the safety of the public.
- Leads asphalt and pothole maintenance, including demolition and preparation of areas to be resurfaced; applying, raking, compacting, and paving appropriate materials to the surface and cleaning up work areas.
- Leads the sealing of cracks, including cleaning and preparing surfaces with the appropriate equipment and applying crack sealing material and applicable chemicals to the surface.
- Leads concrete maintenance, including demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.

- Operates construction and concrete cutting and breaking equipment such as a jackhammer; constructs concrete forms, pours concrete, and assists in finishing concrete and masonry work.
- Performs seasonal snow removal activities, including plowing, cindering and application of ice melt to City streets and parking areas.
- Leads the operation, cleaning and maintenance of the asphalt recycler, to produce acceptable recycled asphalt.

Water System Maintenance Tasks:

- Plans, schedules, prioritizes, reviews and performs the most complex work of staff assigned to water system maintenance, ensuring that all work is compliant with City and mandated rules and regulations; areas of responsibility include service lines, water meters, and valves.
- Responds to complaints with respect to water leaks or pressure related issues; evaluates the problem and confers with supervisor on needed course of action.
- Isolates and shuts down pre-designated water lines for routine maintenance and in emergency situations; ensures proper shut-down of water services; provides explanations to the public during shut-downs.
- May perform manual labor in water service maintenance; cuts pavements; digs ditches; cleans manhole and lines; cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings; maintains and repairs pipes; replaces/restores concrete where needed.
- Provides support to the City's water meter program by removing and replacing water meters in accordance with a scheduled timeline.
- Assists the Water Treatment Division with projects and/or emergency situations.

Storm Water/Sewer Maintenance Tasks:

- Responds to, clears blockages, cleans up and disinfects sewer system overflows; collects data and estimates gallonage for reporting purposes.
- Plans, schedules, prioritizes, reviews and performs the most complex work of staff assigned to storm water/sewer system maintenance, ensuring that all work is compliant with City and mandated rules and regulations; areas of responsibility include the City's storm drain and sanitation systems and related infrastructure.
- Operates and maintains the City's closed circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and flushing or jetting.
- May occasionally work in and around raw sewage.
- Assists the Wastewater Treatment Division with projects and/or emergency situations.

Parks Maintenance Tasks:

- Plans, schedules, prioritizes, reviews and performs maintenance on the City's parks, recreation and play areas, ensuring these are kept in tidy and safe condition; unlocks and opens gates.
- Oversees the removal, pruning and trimming of a variety of shrubs, trees, and flowers; mowing, thatching and aeration of lawns; application of herbicides and fertilizers as necessary; and leaf collection.
- Picks up trash and debris from park grounds and transports to disposal areas.
- Maintains and repairs the irrigation system including sprinklers, lines, valves, clocks and related

- appurtenances.
- Plans, schedules, and works with outside organizations and City partners to complete projects.
- Cleans and maintains bathroom facilities within the City's parks, recreation and play areas.

Facilities Maintenance Tasks:

- Maintains and repairs City facilities, equipment, and buildings by performing a wide variety of carpentry, electrical, painting, masonry, drywall and plumbing work.
- Repairs and replaces plumbing fixtures, including sinks, toilets, faucets, and pipes.
- Performs carpentry work, including the construction, installation, remodeling, and repair of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
- Operates, maintains, and repairs a variety of mechanical and power tools, equipment, and hand tools required for carpentry, plumbing, and general facilities maintenance.
- Assesses and performs basic electrical repair or installation for faulty outlets, light ballasts, switches, light fixtures, etc. Advanced electrical work shall be performed by a licensed electrician.
- Prepares surfaces for painting or repainting; appropriately applies paint, varnish, shellac, enamel, lacquer, and other protective or decorative finishes to various interior and exterior surfaces using and operating the appropriate equipment.
- Schedules and performs preventive maintenance, cleans gutters; drains parks water systems in winter; changes HVAC filters; inspects ladders and ensures fire extinguishers are in proper working condition.
- Removes snow and applies ice melt to City facility sidewalks and walking areas.

QUALIFICATIONS

Knowledge of:

- Principles of lead supervision and training.
- Methods and techniques of planning, assigning and evaluating work performed by crew members.
- Principles, practices, tools, and materials for maintaining and repairing street, water, storm water and sewer collection systems.
- Methods and techniques of reading blueprints, drawings and sketches.
- Methods and techniques of estimating time and materials needed to perform specific assignments.
- Methods and techniques of training staff in work methods for assigned maintenance areas.
- Principles and practices of inspecting construction, maintenance and repair work.
- Operational characteristics of tools and equipment used in maintenance repair for assigned areas including, but not limited to, light and heavy construction vehicles, jackhammers, CCTV systems, and flushing and jetting equipment.
- Traffic control procedures and traffic sign regulations including the use of barricades and cones.
- Methods and techniques of locating and marking underground utilities.
- Operational characteristics of construction and maintenance materials such as concrete, asphalt, crack sealing substances, and related materials.
- Location of services and infrastructure within the City's geographic areas. Methods and techniques of operating variety of hand and power tools, vehicles, and light to heavy power equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable City policies and procedures relevant to assigned area of responsibility.

- Computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- Principles and practices of recordkeeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, schedule, assign and review the work of assigned crew members.
- Train staff in work assignment areas.
- Inspect the work of others to ensure quality of work performed.
- Monitor the work of contractors for compliance with job specifications and work quality.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Evaluate project staffing and materials resources.
- Perform construction, modification, maintenance, and repair work on the City's streets, water, storm water, sewer collection systems, parks and facilities.
- Operate specialized construction and maintenance, light to heavy vehicles and equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate basic arithmetic calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use handheld and other electronic devices related to the work performed

Education and Experience:

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

Equivalent to the completion of twelfth (12th) grade; and four (4) years of increasingly responsible skilled maintenance and repair experience in streets, water, sewer collection or a related field

Licenses and Certifications:

- Possession of, or ability to obtain, within 180 days of appointment, a valid Class A California Driver's License, Air Brake Endorsement and Tanker Endorsement.
- Possession of, or ability to obtain within two testing cycles from date of appointment, and to maintain a valid Grade I Water Distribution Certificate issued by the State of California

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally weighing more, with assistance from other staff and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Field employees may be exposed to hazardous conditions including elevated noise levels; electrical hazards; hot and cold temperatures; inclement weather conditions; road hazards including driving and working in or around roadway traffic; working with or around hazardous physical substances; odors; fumes; insects and animals. Additionally, employees may be required to participate in confined space activities as an entrant, attendant or supervisor, after receiving appropriate confined space training and equipment. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.