



## **CITY OF HALF MOON BAY**

### **Job Specification**

**Class Title: Senior Maintenance Worker**

**Status: Non-exempt**

**Department: Public Works**

**Reports To: Public Works Superintendent**

**Employee Group: Local 39**

**Adopted by City Council/Resolution Number: August 21, 2018, C-2018-88**

**Modified:**

#### **DEFINITION**

At the direction of the Public Works Superintendent, the Senior Maintenance Worker plans, schedules, assigns, directs, and reviews the work of work crews and contractors engaged in a variety of skilled maintenance activities in the maintenance of City streets, sewers, parks, landscaping, buildings, and facilities. The Senior Maintenance Worker also performs hands-on maintenance activities in the construction, operation, repair, maintenance, and replacement of City sewer, street, and storm drains. The Senior Maintenance Worker also plants, waters, fertilizes, removes, and trims trees and maintains and repairs grounds, parks, and building facilities and adjacent areas.

#### **SUPERVISION RECEIVED/EXERCISED**

The Senior Maintenance Worker receives general supervision from Public Works Superintendent. Assignments may require providing training and technical assistance to Maintenance Worker I and Maintenance Worker II employees.

#### **DISTINGUISHING CHARACTERISTICS**

This is the senior level classification in the Maintenance Worker series. Workers are responsible for providing lead direction and training to assigned staff. Senior Maintenance Workers perform the most complex and technical job tasks required to maintain the City's parks, streets, buildings, and facilities. This classification is distinguished from the Maintenance Worker II classification in that incumbents in the Senior classification are responsible for planning work schedules, assigning the job tasks to other Maintenance Workers, recommending to the Superintendent which projects need to be contracted out, and evaluating the completed projects/tasks. This class is distinguished from the Public Works Superintendent position whereby the Superintendent plans and schedules activities for the entire Department and the Senior Maintenance Worker plans and schedules individual projects as assigned to by the Superintendent. The Senior Maintenance Worker is a working classification that requires that the employee demonstrate the ability to operate heavy equipment. All positions assigned to this class require the ability to work independently, exercising judgment and initiative. Duties will normally require the ability to operate the full range of mechanical equipment related to a specific assignment.

## **ESSENTIAL AND IMPORTANT DUTIES**

### **Lead Worker Activities**

- Provide lead direction and training in the performance of Maintenance Worker job duties.
- Plan, schedule, and assign work to others based on work requests, required maintenance, and budgetary constraints.
- Determine when work can be performed in-house or will require contracting with an outside vendor and make recommendation to the Superintendent. Contact authorized vendors to obtain quotes and determine availability.
- Review the completed work product of contractors and staff to ensure the work is performed within predetermined parameters and is of sufficient quality.
- Order supplies, tools, equipment, and materials from authorized vendors when needed.

### **General Maintenance**

- Maintain a variety of records relating to municipal maintenance activities.
- Operate motorized vehicles and equipment on routine assignments in the loading, hauling, and unloading of materials and equipment.
- Perform routine inspection and preventive maintenance on assigned equipment and refer defects or needed repairs to the Superintendent.
- Respond to emergency calls as necessary.
- Other maintenance duties as required.

### **Street Maintenance**

- Schedule, coordinate and perform required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, storm drain maintenance, pothole patching, emergency storm work, and laying and backfilling.
- Repair and maintain street lights.
- Participate in concrete work such as curb, gutter, and sidewalk repair.
- Paint crosswalks, curbs, and pavement legends, Install, repair, and maintain traffic control and directional signs.

### **Parks and Grounds Maintenance**

- Perform general grounds cleaning, including picking up rubbish and paper.
- Plant trees, flowers, lawns, and shrubs. Water, weed, trim, mow, seed, renovate turf, shrubs, trees, and flower beds.
- Apply pesticides and herbicides.
- Trim and remove dead, broken, and undesired branches and tops of trees using saws, chainsaws, and other hand and power tools.
- Install, maintain, and repair irrigation systems and drinking fountains.
- Operate mowing equipment, edgers, sprayers, tractors, and a variety of hand and power tools and equipment used in park and landscape maintenance work.
- Perform routine preventive maintenance on mowing equipment and hand and power tools used in the work. Sharpen and otherwise maintain and care for tools and safety equipment.

## **Building Maintenance**

- Patch and plaster walls; paint the interior and exterior of buildings.
- Maintain and repair restrooms, sinks, toilets, and drinking fountains.
- Maintain building plumbing, electrical, and HVAC systems.
- Make recommendations to appropriate authorities for major repairs.

## **Custodial Maintenance**

- Collect trash and garbage.
- Clean light fixtures, restrooms, sinks, and counters, and replenish supplies.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Equipment, materials, methods and procedures used in maintenance, construction and repair activities of streets, grounds, facilities, and equipment.
- Safety and maintenance requirements for various tools, equipment, and practices necessary for performing municipal maintenance activities.
- Pesticide, herbicide, and fertilizer hazards, application methods, and storage requirements.
- Construction Project Management and scheduling techniques
- Applicable Federal, State, and local laws, rules and regulations
- Applicable national and local building and construction codes.
- Plumbing and irrigation methods and materials.
- Repair and replacement of minor electrical fixtures.
- Principles and practices of training.
- Inventory methodology and procedures for requisitions and purchasing of necessary materials and supplies.

### **Skill to:**

- Safely operating motorized vehicles and heavy equipment.
- Operating a two-way radio and other communications equipment.
- Safely performing physical tasks for extended periods of time.
- Safely operating and caring for hand tools and power tools.
- Operating a variety of equipment used in street maintenance and construction, parks maintenance, landscape maintenance and facilities maintenance.
- Painting using brushes, rollers, and spraying equipment.
- Team building, training, and mentoring subordinate staff.
- Performing a variety of heavy manual tasks, occasionally under severe weather conditions.

### **Ability to:**

- Read, understand, and carry out verbal and written instructions.
- Understand, interpret, explain, and apply applicable laws, codes, and regulations.
- Perform basic mathematic computations.
- Lead crews in a variety of construction and maintenance projects.
- Prepare reports and maintain records.

- Train Maintenance Worker I and II on the proper procedures and techniques for completing various maintenance and construction projects.
- Review the completed work product of contractors and city staff to ensure the work is performed to standards.
- Interact effectively with co-workers, City personnel, contractors, and the public.

## **EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the essential and important duties for this position is required. A typical qualifying background would be graduation from high school or a GED equivalent and four years of experience performing duties comparable to that of a Maintenance Worker II and demonstrating the ability to operate heavy equipment properly and safely.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Senior Maintenance Worker is required to use hands to manipulate, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee in this position is frequently required to stand and talk or hear, and is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must frequently lift and or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

## **WORKING CONDITIONS**

While performing the duties of this position, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and encounters the risk of electrical shock. The noise level in the work environment is usually loud.

## **LICENSES, CERTIFICATES AND REGISTRATIONS**

Possession of a valid Class C California Driver's License