CITY OF CLEARLAKE

SENIOR MAINTENANCE WORKER II

DEFINITION

Under general supervision, to perform and lead a variety of skilled manual duties involved in the maintenance and construction of parks, buildings, streets, utility and drainage systems, and traffic control devices; to operate the full range of equipment; to provide lead supervision and training to other maintenance personnel.

SUPERVISION EXERCISED

Exercise technical and functional supervision and leadership over lower-level maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Act as leader of the crew performing public works maintenance and construction duties; actively assist in establishing maintenance priorities; plan, train, and review the work of assigned staff. Reinforce best practices and safety within the crew.

Affectively communicate to the crew and to city staff the status of projects, service requests, and equipment maintenance. Proactively communicate material, equipment and maintenance needs. Understand and communicate the goals of the city of Clearlake and what role the roads crew has in them. Help to plan and schedule work with public safety and the city's goals as a priority. Provide leadership and foster an attitude of ownership within the team.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Operate the full range of equipment including three-axle vehicles, loaders, roller, grader, backhoe, street sweeper, dump truck, water tanker, and other construction and maintenance equipment.

Perform minor maintenance of equipment; check and service equipment with fuel, hydraulic fluids, oil and water; check tires and belts.

Safely dig holes and trenches; make excavations; lay pipe and conduit; backfill and flood trenches. Install and maintain street signs including stop, street name, parking,

warning, crosswalks and speed limit signs; install and maintain guard rails and barricades.

Perform painting and striping of streets, including crosswalks, center lines, limit lines, stop lines, parking stalls, guard rails and bridge rails, perform basic concrete work.

Perform pick and shovel work on oil, asphalt, concrete and unpaved streets, walks and parkways; load and unload stone, gravel, dirt, asphalt, timber, pipe, poles, debris, brush, tools and equipment.

Perform a full range of tree work both elevated and ground level. Trim, fall and limb trees and brush. Safely operate and maintain a chipper and lead a crew in landscaping operations.

Sweep and clean streets and culverts; collect and load refuse and debris into an accompanying truck or movable can; prepare asphalt and other street repair materials; pave roadways, driveways, walkways and potholes; rake, smooth and tamp repaired patches; place lanterns and barricades.

Safely operate chainsaws and power tools and train staff to do so safely. Operate pneumatic tools and other small power tools and hand operated equipment incidental to other labor and construction activities. Ensure staff is operating all equipment safely and properly.

Set-up traffic control and run a work zone safely under varying road conditions. Train staff on proper traffic control procedures.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, service and activities of a public works maintenance program

Methods and techniques of public works construction, maintenance and repair.

Operational characteristics and safe operation of mechanical equipment and tools used in the public works maintenance.

Occupational hazards and standard safety practices.

Principles and procedures of record keeping.

Principles of lead supervision and training.

City’s Goals, intent and priorities

Skill to:

Perform the full range of skilled maintenance, construction, and repair work.

Demonstrate the ability to operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner.

Use and operate the full range of hand tools and power tools, in a safe and efficient manner.

Perform preventive maintenance on mechanical equipment

Perform some basic administrative tasks such as record keeping and filling out forms accurately.

Communicate with all staff in a clear and affective manner.

Coordinate within departments and outside businesses and/or agencies.

Ability to:

Independently perform the most difficult public works maintenance, construction and repair work.

Interpret, explain and enforce department policies and procedures within assigned crew.

Work independently in the absence of supervision.

Read and interpret maps, sketches, drawings, specifications and technical manuals.

Perform a variety of heavy manual labor for extended periods of time and in unfavorable weather conditions.

Apply good judgment and practical knowledge to resolve unusual or irregular problems around the work assigned.

Perform duties in a manner to maximize public safety in the area of work assigned.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Provide leadership within the position

Lead and effectively train other maintenance workers in all aspect of public works operations.

Experience and Training Guidelines:

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

Experience:

Four years of experience in maintenance and construction work applicable to Public works operations

Four years with a commercial driver's license including 3 years with a class A license

At least 200 hours operating a road grader

Extensive experience operating construction equipment including rollers, backhoes, excavators, etc.

License of Certificate:

Possession of an appropriate, valid Class A driver's license with tanker endorsement.