

CITY OF CLEARLAKE

SENIOR MAINTENANCE WORKER

DEFINITION

Under general supervision, to perform 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; and to provide lead supervision to other maintenance personnel.

SUPERVISION EXERCISED

Exercise technical and functional supervision over lower level maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Act as worker of a crew performing public works maintenance and construction duties; assist in establishing maintenance priorities; plan, train, and review the work of assigned staff.

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.

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 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.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform rough painting, carpentry, plumbing, janitorial and general maintenance work including minor mechanical maintenance work.

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.

Perform the full range of grounds maintenance work; plant, irrigate, prune, water, weed, edge and care for flower and shrubbery beds and gardens; mow and water lawns; saw and chop wood.

Operate pneumatic power tools, spray and hand paint equipment and hand operated construction and maintenance equipment.

Operate small power equipment incidental to other labor duties; drive pickup trucks and other light equipment.

Maintain and service tools, vehicles and equipment.

Estimate time and material necessary to perform assigned duties; prepare cost estimates.

Assist in animal control duties; pick up and transport dead animals for disposal; assist the Police Department including blocking and clearing roads and picking up stolen property.

OTHER JOB RELATED DUTIES

Perform inspection of routine encroachment permits; inspect contractors performing work for the City.

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

City of Clearlake
Senior Maintenance Worker

Operations, service and activities of a public works maintenance program.

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

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

Occupational hazards and standard safety practices.

Principles and procedures of record keeping.

Safe driving principles and practices.

Principles of lead supervision and training.

Skill to:

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

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.

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.

City of Clearlake
Senior Maintenance Worker

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 in the area of work assigned.

Ability to:

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.

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:

Three years of experience in maintenance and construction work.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License of Certificate:

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

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.