

CITY OF SAN JUAN CAPISTRANO

SENIOR MAINTENANCE WORKER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead, oversee, and participate in the work of maintenance crews or contractors responsible for public works maintenance services including City sewer lines and pump stations, maintenance of public buildings and facilities, street and fleet maintenance, landscaping, equestrian and open space, irrigation, weed abatement, tree trimming, equestrian, open space and right-of-way; and to perform a variety of maintenance tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including leading and overseeing lower level staff or contractors, and assuming responsibility for complex assignments. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Supervisor.

Exercises functional and technical supervision over lower level maintenance staff.

ESSENTIAL FUNCTION STATEMENTS . Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Leads, trains, and reviews the work of staff or contractors responsible for providing maintenance and repair services including City sewer lines and pump stations, maintenance of public buildings and facilities, street and fleet maintenance, landscaping, equestrian and open space, irrigation, weed abatement, equestrian, open space and right-of-way.
2. Participates in and review the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
3. Trains assigned employees in maintenance and repair methods and techniques related to assigned areas of work.
4. Assists in administering contracts; monitors the work of contractors; ensures compliance with specifications; recommends modifications as appropriate.
5. Leads and participates in the use and operation of equipment needed for maintaining public streets, sewer and storm drains, parks, and landscaping; and city-owned fleet vehicles and buildings.
6. Constructs forms, and lays and finishes cement on curb, gutter, sidewalk, street, alley and other related areas.

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7. Breaks and repairs concrete and asphalt surfaces; excavates and replaces concrete and asphalt surfaces; performs hot patching and sealing of surfaces; shovels and rakes asphalt.
8. Digs ditches; backfills trenches and holes; installs storm drain pipes.
9. Ensures adherence to standard safety precautions; set ups and takes down traffic warning devices and barricades for traffic control.
10. Maintains City right-of-way; trims weeds around roadways; picks up litter on medians, gutters, curbs and related areas.
11. Maintains and care for street and park trees to ensure public safety; trims and prunes trees to keep streets and sidewalks clear.
12. Installs, maintains, and repairs traffic signs and markers; maintains and repairs City street lights.
13. Maintains, cleans, and repairs sewer lines, storm drains, and drainage ditches; repairs or replaces sewer lines due to leaks; unclogs sewer lines; lays new sewer lines as required.
14. Monitors and checks sewer lift stations, pumps and control panels; cleans stations; repairs and overhauls pumps motors, chlorinators and control valves; operates pumps to regulate system flows and pressure.
15. Inspects City buildings and facilities for damage and safety hazards; prepares work orders; makes repairs; assists with weed and litter abatement for assigned zone.
16. Performs a variety of functions in building maintenance renovation and modification including plumbing, carpentry, electrical work and heating and air conditioning.
17. Performs preventive and general maintenance on vehicles and equipment; maintains service records and fleet vehicle smog program.
18. Maintains park grounds including maintenance and removal of trees, shrubs and lawns; maintains bike and equestrian trails; participates in the preparation, application and use of chemicals, fertilizers and pesticides.
19. Provides assistance at fairs, parades, and other special events; set-ups public equipment.
20. Estimates time, materials and equipment required for jobs assigned; requisitions materials as required; submits budget recommendations.
21. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
22. Provides emergency assistance, as necessary; remains on 24-hour call during emergencies.
23. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and activities of a maintenance program in the areas of streets, sewer, parks, landscaping and building maintenance.

Principles of lead supervision and training.

Methods and techniques of street, sewer, park, landscaping and building maintenance activities.

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Knowledge of (Continued):

Equipment and tools used in the maintenance and repair of City streets, sewer, park, landscaping, and building maintenance.
Principles of the building trades including plumbing, carpentry, heating and air conditioning and electrical.
Occupational hazards and standard safety practices.
Use of hazardous chemicals, herbicides and fertilizers.

Skill in:

Leading, organizing, and reviewing the work of staff.
Independently performing the most difficult maintenance and repair work in the assigned areas.
Interpreting, explaining, and enforcing Department policies and procedures.
Operating a variety of maintenance and repair equipment in a safe and effective manner.
Performing a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
Performing heavy manual labor.
Reading and interpreting blueprints.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective 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 the maintenance and repair of public streets, sewers and storm drain systems.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a Class B driver's license.
Possession of, or ability to obtain, CPR and First Aid certification.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases and inclement weather conditions; work around heavy construction equipment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing, bending, kneeling or crouching for prolonged periods of time; performing heavy manual labor; operating motorized equipment and vehicles.