

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
STREETS, WASTE WATER AND TREES SECTION
SENIOR MAINTENANCE WORKER**

GENERAL DUTIES: Under direct supervision of the Operations Services Supervisor, perform and supervise maintenance work related to streets, waste water, and trees section as assigned. Act for the supervisor in his/her absence or at his/her direction.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows department/city policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Lead, monitor, and perform work for the Streets/Waste Water/Trees Section, including inspecting, cleaning, maintaining, and repairing storm and sanitary sewer lines; maintaining and making improvements to streets, curbs, gutters, sidewalks, and drainage facilities; painting traffic control lines, street symbols, and curb markings; installing and maintaining street signs; street sweeping, graffiti removal, trash removal, and leaf pick-up; planting, caring for, and maintaining publicly-owned trees May work directly with crews in the performance of assigned duties.
2. Act for supervisor in his/her absence or at his/her direction.

3. Investigate and resolve service requests and customer complaints.
4. Operate and provide necessary daily maintenance on equipment, vehicles, hand and power tools as assigned.
5. Conduct and assist with employee performance appraisals. Assist the supervisor with performance management such as conducting employee counseling and/or disciplinary actions when necessary.
6. Participate in related training programs and trains employees.
7. Assist with preparation and administration of Section budget.
8. Assist in contract supervision and inspection.
9. Review plans and specifications as needed.
10. Prepare reports and analyses; keep records; maintain-files.
11. Perform oral and written communications necessary for proper operation of the Section.
12. Attend meetings and represent the Section, Division, Public Works Department, and City, at various functions as assigned.
13. Initiate requisitions for materials and equipment.
14. Perform and lead work in asphalt, concrete, masonry, carpentry, painting, minor plumbing and electrical, and other building materials.
15. May assist in building maintenance as assigned.
16. Perform related duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Must exhibit a high degree of interpersonal skill.
2. Sufficient skill to operate a personal computer.
3. Sufficient skill to operate a variety of equipment associated with maintenance and repairs of streets, waste water, and storm drains.
4. Leadership skills to effectively direct and lead employees.

KNOWLEDGE: Knowledge of:

1. Correct English usage, grammar, spelling and punctuation for writing reports and letters.
2. Basic arithmetic.
3. Rules, regulations, laws, and practices required by CAL OSHA and CAL EPA in the safe performance of work.
4. State of California and U.S. Department of Transportation traffic control, and street and highway construction and maintenance.
5. Knowledge and ability to plan, set up, and remove long term and temporary traffic control devices and plans based on the Manual of Uniform Traffic Control Devices, WATCH handbook, or other applicable publications.
6. Principles of leadership, supervision and training.
7. Standard methods, materials, tools, and equipment used in the maintenance and repairs of streets, waste water, and storm drains.

ABILITIES: Ability to:

1. Plan, organize, prioritize, direct, and review the work of employees.
2. Use tools and equipment associated with maintenance and construction.
3. Communicate effectively orally and in writing.
4. Read and interpret technical materials such as equipment and material specifications, maintenance and repair manuals, schematic and blueprint plans and maps.
5. Perform physical labor including lifting and carrying heavy objects.
6. Work out of doors for extended periods often under possible unfavorable weather conditions.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following may be used:

1. Computer, keyboard, mouse and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Copier
5. Calculator

6. Facsimile machine
7. Digital camera
8. Paper shredder
9. Paper cutter
10. Specialized computer software
11. Handcart or dolly
12. Pager
13. Two-way radio
14. Safety goggles, gloves, hard-hat, shoes, ear plugs, respirator, first-aid kit and safety vest
15. Aerosol cans, solvents, paint, thinners
16. Hand tools, rakes, shovels
17. Ladders
18. Soil compactor
19. Water Pump, welder, auger
20. Concrete saw, chain saw, chop-saw, and trench snapper
21. Air Compressor, jack hammer, clay spade
22. Traffic control barricades, cones, and signs
23. Automobile or truck
24. Heavy equipment, loader, dump truck, roller, backhoe, bobcat, asphalt spreader, tractor, mower, vactor truck and forklift
25. Paint truck and portable sprayer
26. Oiler, crack seal machine
27. Sign machine

PHYSICAL DEMANDS:

Under typical office and field conditions an employee will perform the following physical activities, which include using many hand tools and operating heavy equipment on a daily basis:

1. Sitting, while driving vehicles and heavy equipment for transportation and work.
2. Standing, during traffic control, painting, waste water pipe cleaning, laying of asphalt, etc.
3. Walking, during traffic control, painting, waste water pipe cleaning, laying of asphalt, marking of U.S.A. locates, etc.
4. Stooping, while picking up painting stencils, setting up traffic control cones, etc.
5. Kneeling, when painting or when repairing waste water and storm drain lines, etc.
6. Bending, when painting, viewing waste water and storm drains, raking asphalt, shoveling, repairing drain lines, when marking U.S.A. locates, setting up traffic control cones, etc.
7. Climbing, when working in and on heavy equipment, or out in the field.
8. Twisting, when watching for traffic, using paint stencils, moving barricades/cones, shoveling debris or dirt, etc.
9. Pushing/Pulling, when raking asphalt, laying concrete, preparing to paint, etc.
10. Lifting, concrete sacks, barricades and cones, waste water and storm drain lids, etc.
11. Carrying, hand tools, rakes, shovels, cones, stencils, radios, field equipment, etc.
12. Dragging, while moving manhole covers, hoses, concrete sacks, sand bags, etc.
13. Driving, when performing street, waste water and tree work, or when attending meetings or training.

14. Speed, in meeting deadlines and using office equipment.

Under typical office conditions, employee performs these same physical activities but to a lesser degree, when handling files, books, binders, and boxes of work-related materials.

SENSORY DEMANDS:

Maintenance workers spend a majority of their time working outdoors. For safety reasons, employees are required to utilize all these senses when working with light and heavy equipment and tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, telephone, fax machine, copier, calculator, or adding machine:

1. Seeing, color vision is necessary when identifying color-coded signage and when painting and marking U.S.A. locates. In addition, hand signals are used when verbal communication is compromised around loud machinery or in traffic conditions.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others.
3. Speaking, employee must be able to communicate with co-workers, customers and the public.
4. Touching/Feeling, employees must be able to differentiate sharp or hot objects, in order to prevent injury or an unsafe condition when working outdoors.
5. Smelling, employees must be able to differentiate chemicals and gases.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 50% of the time.
2. Flooring: Linoleum, tile, wood, concrete and carpet.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and printers.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by wall heater, central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, up 25-50% of the time.
2. Travel: Under varying conditions via automobile, from 25% of the time.
3. Flooring: Asphalt, dirt, mud, tile, wood, concrete, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise due to traffic, trucks, chainsaws, chop-saws, roller, etc.
5. Lighting: Conducive to day or night setting, but may also work in poorly lit areas such as below the ground in confined spaces such as storm drains or open trenches.
6. Ventilation: Heating and air conditioning provided by a vehicle/truck. Normal to high, for exposure to extreme hot, cold or rainy conditions depending on the time of the year.
7. Dust or Fumes: Normal to high levels, associated with vehicle exhaust, paint, propane,

gasoline, waste water gases, concrete dust, asphalt dust, pollen, etc.

HAZARDS:

When working in the field, mechanical, electrical or gas exposure is low to high, depending on the specific work being performed. There is also potential exposure to biological waste products and bodily fluids when working in the waste water system. Employees working with heavy equipment must be aware of their surroundings to avoid injury to others or damage to unexposed electrical/ gas lines. In addition, there is some exposure to mechanical hazards when using a vehicle.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, scanner, printer, copier, adding machine, fax machine, or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure to fumes from solvents, paints, vehicle exhaust, propane, dust and waste water gases occur daily when working in the field.

Some exposure to fumes occurs in the Streets, Sewer, and Trees office due to the close proximity of the parking lot area. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from high school OR a G.E.D. and a minimum of four (4) years experience in construction and maintenance of streets, waste water systems, construction, urban forestry, or other related experience. Graduation from an accredited institution with an Associates Degree in a related field is desired.
2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles. Obtain and maintain a valid Class A California Driver License with pertinent endorsements within the one-year probationary period. Must participate in the Department of Transportation Drug and Alcohol Testing program, which includes submission to random drug and alcohol testing.
3. Possess a CWEA Collection System Maintenance Certification Grade I.
4. Employees may be required to possess, or obtain within 12 months of appointment to this position, a CWEA Collection System Maintenance Certification Grade II. This requirement, when enforced, applies to employees appointed after May 1, 2003. Employees appointed to this position after May 1, 2003, must be able to demonstrate proficiency in the use of the following list of equipment: backhoe, front end loader, dump truck, chain saw, compressor jack hammer, Tiger mower/flail, Vactor truck, aerial lift, pressure washer, forklift, chipper, bob cat, paving box, water truck, sweeper,

concrete/asphalt saw, emergency lights, oxy-acetylene cutting and welding torch, and arrow and message board.

5. Pass a post-offer medical examination, which includes a drug test.
6. The Senior Maintenance position is subject to work on weekends, holidays, variable shifts, and emergency call back. Subject to scheduled 7 day paid standby duty on a rotating basis.
7. When subject to assignment on paid standby duty, must reside within sixty (60) minutes normal driving time of the City Corporation Yard. Normal driving time is the most direct route, at the speed limit.
8. Pass a Department of Justice criminal record check for employment.
9. Prefer non-tobacco user.