

TOWN OF TIBURON

SENIOR MAINTENANCE WORKER

DEFINITION

Under supervision, performs skilled maintenance in the conduct of a specialized public works maintenance program; will direct and train others in the performance of maintenance activities; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Senior Maintenance Worker is distinguished from others in the Maintenance Worker series by its responsibility for the conduct of an assigned maintenance program or area. Incumbents organize their work and schedule maintenance activities under the direction of the Superintendent of Public Works; and will direct or train others in assigned maintenance activities. Incumbents shall be assigned to either the Street Maintenance or Parks Maintenance Division.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Superintendent of Public Works.

Incumbent assists in certain field supervisory roles and assignments.

ESSENTIAL JOB FUNCTIONS/DUTIES - Duties may include, but are not limited to the following:

- Provide technical and functional supervision over assigned public works maintenance personnel; review work and control quality of work; assist in employee evaluations.
- Assist in developing work plans, procedures and schedules.
- Work effectively with contractors on Town approved projects; assist in seeking bids and estimates for proposed projects
- Perform skilled maintenance, repair, and installation work of street maintenance and/or park maintenance as related to area of assignment.
- Perform emergency repairs, as necessary; establish proper traffic control devised in doing such work.
- Operates a variety of heavy equipment such as dump truck, backhoe or loader.

- Maintain logs of daily activities.
- Perform adjustments on service equipment; maintain tools and equipment in working order.
- Perform related duties as assigned.
- Orders supplies and equipment for work projects; maintain records of purchases.
- Responds to emergency situations.
- Intimately understands street/drainage or grounds maintenance depending on area of assignment.
- Oversees maintenance crews.
- May apply a variety of pesticides; formulates, mixes and loads pesticides; monitors and controls the distribution of pesticide spraying equipment; trains others in the use of pesticides.
- Utilizes specialized equipment and techniques for grounds, streets, drainage, and facility maintenance.
- Handles complaints and answer questions from the public in a professional manner.
- Observes safe work practices; ensures the safe operation of equipment and safe use of materials by others.
- Utilizes computer to manage minor administrative tasks, such as e-mail and memo preparation.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from high school supplemented by training in the assigned area of specialty; two years of experience performing public works maintenance including similar experience to that of the assigned maintenance program or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge, Skills and Abilities:

Knowledge of equipment operations, techniques and methods used in the area of specialization. Ability to work independently, and direct and train others engaged in the

area of specialization; operate equipment used in the assigned maintenance program; read and interpret blueprints, work sketches and specialized maps; prepare work records and routine reports; understand and follow verbal and written directions; work safely and efficiently; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships. Have knowledge of basic computer skills.

Special Requirements:

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

Certification by the California Department of Pesticide Regulation as an applicator in the appropriate categories for those positions working in applications.

PHYSICAL DEMANDS

Strenuous physical work. Physical demands include frequent lifting of objects over 50 lbs., often combined with climbing, bending, twisting, working above ground or on irregular surfaces.

WORKING CONDITONS

Continuous exposure to unpleasant elements such as dust, fumes, chemicals and odors, dampness, noise levels, or outside weather conditions.

FLSA: Non-Exempt
Representation: SEIU 1021