

City of San José
CLASS SPECIFICATION

Title: Senior Maintenance Worker (3115)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|-------------------|-----------------------|--------------------|
| Varies | Varies | Non-Exempt |

CLASS SUMMARY

Under direction, plans, schedules, assigns, and reviews the work of large crews engaged in semi-skilled and skilled work in the maintenance and repair of streets, sewers, parks, landscaping, and public facilities. Directs and participates in training and developing employee skills, and assists in evaluating assigned crews. Directs and participates in inventory and control of supplies, spare parts, and equipment for use in work areas. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fourth level class in the Maintenance Worker classification series responsible for providing lead direction and training to assigned staff. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned maintenance program areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class differs from that of Maintenance Worker II in that incumbents of the latter class lead smaller crews and often receive guidance from a Senior Maintenance Worker. This class differs from higher maintenance supervisor classes in that incumbents of the higher classes provide direct supervision to multiple crews.

Depending on the work group or assignment, incumbents may be required to work on Saturdays, Sundays, and holidays.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND four (4) years experience in the maintenance and repair of streets, sewers, parks, street landscaping, or public facilities, including at least one (1) year experience providing lead direction to a crew engaged in semi-skilled and skilled maintenance and repair of parks, facilities and infrastructure; groundskeeping; or landscaping.

Acceptable Substitution

Cumulative “chitted up” experience from a lower class to lead capacity at a level such as Maintenance Worker II, Gardener, Parks Maintenance Repair Worker II, Facility Worker I, or Athletic Stadium Groundskeeper with the City of San Jose may be substituted on a year-for-year basis (2080 hours = 1 year).

Required Licensing (such as driver’s license, certifications, etc.)

- As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|-----------------|---|---------------------|
| 1. | Supervises, provides lead direction, and participates in the repair, maintenance, and reconstruction of streets, roadways, storm and sanitary mains, laterals and inlets, water lines, and storm and sanitary sewers. | Daily/Several Times |
| 2. | Directs and participates in training and developing employee skills, and assists in evaluating assigned crews. | Daily/Several Times |
| 3. | Plans, schedules, and assigns work based on work requests and the results of facility or field inspections, and requisitions materials for work completion. Creates, distributes, assigns, and assures completion on work orders and time on jobs; tracks daily activities and enters data into automated system. | Daily/Several Times |

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|-----------------|---|---------------------|
| 4. | Directs and participates in inventory and control of supplies, spare parts, and equipment for use in work area. | Daily/Several Times |
| 5. | Creates a traffic control plan for each new traffic control setup; trains staff in tasks related to setting up and monitoring traffic control for optimum safety for motorists, pedestrians, bicyclists and crew members. | Daily/Several Times |
| 6. | Supervises, provides lead direction, and participates in the accomplishment of projects in parks and recreation areas such as the construction of chain link fencing, fire breaks, steps and footbridges, landscaping, and seeding and planting areas; participates in the repair, maintenance, and reconstruction of parks, playgrounds, sport fields, and trails. | Daily/Several Times |
| 7. | Supervises and provides lead direction to staff in the operation and utilization of tools, equipment, and vehicles used in the performance of assigned work, including the use of safety devices and safe working practices. | Daily |
| 8. | Completes work order forms, daily activity logs, time cards, requisitions, vandalism reports, water use records, purchase orders, and supply records; conducts and documents crash, injury and near miss investigations. | Daily |
| 9. | Supervises, provides lead direction, and participates in painting traffic directional signs or symbols such as crosswalks, safety loading zones, bus stops, parking and center lines, barricades, and guard rails. | Daily |
| 10. | Directs and participates in operation and maintenance of irrigation systems on streets and road right-of-way, including median islands, backup properties, walkways, underpasses, overpasses, grounds and turf areas, and park areas. | Daily |
| 11. | Conducts safety meetings; performs periodic safety inspections on vehicles and crews. | Weekly |
| 12. | Implements and maintains preventative maintenance schedules. | Weekly |
| 13. | Provides bids for repairs, renovations, and new installations of parks, sports fields, community centers and library landscapes. | Weekly |
| 14. | May supervise and provide lead direction in weed abatement. | Intermittent |
| 15. | Performs other related duties as assigned. | As Required |

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

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When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

CLASSIFICATION HISTORY *Created 5/80, Rev. 6/81, Rev. 7/89, Rev. 2/92, Rev. 4/92, Rev. 12/97, Rev. 06/17; s002*