

**TOWN OF SAN ANSELMO
SENIOR MAINTENANCE WORKER**

DEFINITION

To perform a variety of skilled work requiring a high degree of skill and independent judgment in the construction, repair, and maintenance of Town streets, parks, buildings, and related facilities according to area of assignment; and as appropriate, to exercise technical and functional supervision over maintenance personnel, volunteers, and Court-assigned community service workers.

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, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series. 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 supervisory and management personnel.

Exercises technical and functional supervision over assigned maintenance personnel, volunteers, and Court-assigned community service workers.

EXAMPLES OF DUTIES - Depending on area of assigned responsibility as designated below, duties may include, but are not limited to, the following:

Street Maintenance

Operate a variety of heavy construction equipment such as backhoes, rollers, sweepers, scrapers, and front-end loaders in construction, maintenance, and repair of streets, curbs/gutters, sidewalks, storm drains and related public works facilities.

Act as crew leader as assigned; review job requirements, provide for equipment and supplies, assign job tasks, and oversee work. May coordinate and oversee work of outside vendors or

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contractors.

Perform semi-skilled tasks and manual labor in activities such as digging out potholes, raking and spreading asphalt, oiling and patching streets, cleaning ditches and culverts, laying drainage pipe, mixing and pouring concrete, performing routine welding; and painting/installing traffic signs and markings. Maintain routine records and perform routine maintenance and repair of tools and equipment.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

Perform related duties as assigned.

Park Maintenance

Operate a variety of landscaping equipment such as mowers, rototillers, edgers, and sprayers in park landscape and maintenance activities such as mowing, trimming, planting, and cultivating; perform skilled work in the installation, maintenance, and repair of park irrigation systems and components; and prepare and maintain athletic fields.

Act as crew leader as assigned; review job requirements, provide for equipment and supplies, assign job tasks, and oversee work. May coordinate and oversee work of outside vendors or contractors.

Perform semi-skilled tasks and manual labor in activities such as planting and pruning trees, mowing, trimming, raking, cultivating, irrigating, and applying pesticide and fertilizer; perform minor carpentry, electrical, plumbing, masonry and painting (of) to parks facilities. Maintain routine records and perform routine maintenance and repair of tools and equipment.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service

Perform related duties as assigned.

Building Maintenance

Perform skilled building and mechanical trades activities in the maintenance and repair of mechanical, electrical, and plumbing systems of Town facilities. Maintain heating/cooling equipment and controls; perform emergency plumbing and perform piping repairs and the more difficult carpentry, painting and masonry tasks.

Act as crew leader as assigned; review job requirements, provide for equipment and supplies,

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assign job tasks, and oversee work. May coordinate and oversee work of outside vendors or contractors.

Perform semi-skilled tasks and manual labor in activities such as cleaning and maintaining floors and carpets, cleaning and maintaining supplies in restrooms, patching walls, replacing washers, gaskets and electrical switches. Maintain routine records and perform routine maintenance and repair of tools and equipment.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Street Maintenance

Knowledge of:

Town policies and procedures, especially as related to heavy equipment operation.

Principles and practices of operation and routine maintenance of trucks and heavy power-driven equipment.

Vehicle codes and safety practices relevant to operating heavy vehicles and equipment.

Construction standards and practices as applied to street maintenance, including materials, tools and equipment used.

Safety practices used in construction work.

Ability to:

Perform semi-skilled and skilled tasks in the operation of a variety of heavy construction equipment.

On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and tools; interpret work orders; remember equipment and tool locations; explain the job to others; remember street/road names and general geographic areas.

Intermittently sit while completing forms or reports, operating equipment, or driving a truck; walk, bend, squat, climb, kneel, twist, and reach when operating equipment or

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installing parts or digging, clearing and spreading; perform simple and power grasping, pushing, pulling, and fine manipulation; and independently lift or carry weight of up to 90 pounds.

Assist in the training of others in the safe operation of equipment.

Perform heavy physical labor.

Act quickly and calmly in emergency situations.

Obtain information through questioning and deal firmly and courteously with the public.

Analyze situations quickly and objectively to determine proper course of action.

Read and interpret blueprints, sketches, and construction drawings and work according to plans and specifications.

Safely and effectively perform duties and operate equipment in regular traffic areas.

Perform routine maintenance on assigned equipment in an efficient and safe manner.

Work independently or in a crew as assigned.

Work unusual and prolonged work schedules; work multiple shifts during emergencies, seasonally-caused circumstances, or special projects in varying climatic and temperature conditions.

Use various hand and power tools, such as a jackhammer, torch, welder, shovel, and hand tamper; and operate heavy motorized equipment such as a dump truck, backhoe, scraper, sweeper, and front-end loader.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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:

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Two years of responsible street maintenance experience performing duties similar to a Maintenance Worker II with the Town of San Anselmo.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or must obtain by date of employment, a valid California Class B driver's license.

Park Maintenance

Knowledge of:

Town policies and procedures, especially as related to park maintenance activities.

Use and purpose of common materials, equipment, and methods used in parks maintenance and landscaping activities, including irrigation and sprinkler systems.

Tools, equipment, and methods used in semi-skilled building trades and construction work.

Ability to:

Perform semi-skilled and skilled tasks in operation of landscaping equipment and the installation and maintenance of irrigation systems.

On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and tools; interpret work orders; remember equipment and tool locations; explain the job to others; remember street/road names and general geographic areas.

Intermittently sit while completing forms or reports, operating equipment, or driving a truck; walk, bend, squat, climb, kneel, twist, and reach when operating equipment or installing parts or digging, clearing brush or pruning; perform simple and power grasping, pushing, pulling, and fine manipulation; and independently lift or carry weight of up to 90 pounds.

Assist in the training of others in the safe operation of equipment.

Perform heavy physical labor.

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Act quickly and calmly in emergency situations.

Obtain information through questioning and deal firmly and courteously with the public.

Analyze situations quickly and objectively to determine proper course of action.

Safely and effectively perform duties and operate equipment in areas adjacent to public use of the parks.

Perform routine maintenance on assigned equipment in an efficient and safe manner.

Work independently or in a crew as assigned.

Work unusual and prolonged work schedules; work multiple shifts during emergencies, seasonally-caused circumstances, or special projects in varying climatic and temperature conditions.

Operate light trucks and related grounds equipment; operate sprayer, chainsaw, tractor, chipper, and various hand and power tools; install and repair irrigation and sprinkler systems.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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:

Two years of responsible park maintenance experience performing duties similar to a Maintenance Worker II with the Town of San Anselmo.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

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Possession of, or must obtain, by date of employment, a valid California Class B driver's license.

Possession of a Qualified Applicator Certificate from California Department of Food and Agriculture.

Building Maintenance

Knowledge of:

Town policies and procedures, especially as related to building maintenance activities.

Use and purpose of common materials, tools, equipment, and methods used in building crafts and mechanical trades.

General application of laws, codes, and regulations related to performing skilled work in building crafts and mechanical trades.

Ability to:

Perform semi-skilled and skilled tasks in performing various building maintenance activities.

On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and tools; interpret work orders; remember equipment and tool locations; and explain the job to others.

Intermittently sit while completing forms or reports or driving truck; walk, stand, bend, squat, climb, kneel, twist, and reach when operating equipment and performing various building crafts activities; perform simple and power grasping, pushing, pulling, and fine manipulation; identify building maintenance issues and provide appropriate service and repair; distinguish colors used in paints, wiring, lights, and identification labels; and independently lift or carry weight of up to 75 pounds.

Assist in the training of others in the safe operation of equipment.

Perform heavy physical labor.

Act quickly and calmly in emergency situations.

Obtain information through questioning and deal firmly and courteously with the public.

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- Analyze situations quickly and objectively to determine proper course of action.
- Read and interpret blueprints, complex diagrams and schematics and work according to plans and specifications.
- Make accurate estimates of material required in repair and maintenance work.
- Safely and effectively perform duties and operate equipment in areas accessible to the public.
- Perform routine maintenance on assigned equipment in an efficient and safe manner.
- Work independently or in a crew as assigned.
- Work assigned shift; be subject to emergency call-out; and work unusual and prolonged schedules in emergency situations.
- Use various hand tools, such as a hammer, screw driver, pliers, saw, wrench, paint brush, sledge hammer, and pick and shovel.
- Operate light trucks and use various power tools and equipment such as a drill, cutter, grinder, router, skill saw, torch, and welder.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training

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:

Two years of responsible building crafts experience performing duties similar to a Maintenance Worker II with the Town of San Anselmo.

Training:

Equivalent to the completion of the twelfth grade.

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License or Certificate

Possession of, or must obtain, by date of employment, a valid appropriate California driver's license.

Date: 12-21-95

Approved: Beth Pollard
Town Administrator