

CITY OF FONTANA
SENIOR MAINTENANCE SERVICES WORKER

DEFINITION: Under general supervision, leads and performs the more difficult and complex duties involving a variety of street, sewer, asphalt, parks, trees or facilities maintenance, repair and reconstruction work. Exercises functional and technical supervision over lower level maintenance staff.

EXAMPLES OF DUTIES: 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 more difficult and responsible types of duties assigned to classes within this series including specialized skills and providing functional and technical supervision over other journey level maintenance personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Lead a small maintenance services crew; assign work and ensure that assignments are properly completed; troubleshoot and resolve maintenance problems; prepare daily work reports.
- Assist in the planning and scheduling of projects; prepare plans, identify equipment and material needs for various projects.
- Prepare electrical circuits and light fixtures; build cabinets and storage area including renovating and remodeling offices.
- Repair roofs and install various types of flooring; install and repair toilets and urinals.
- Inspect lift stations for maintenance and repairs; perform necessary repairs.
- Operate equipment including dump trucks, sweepers, rollers, backhoes, front loaders, and power tools such as chain saws, compressors and jack hammers.
- Perform various maintenance duties like cleaning storm drains, roadway debris and spillage; repair pot holes.
- Plant and care for City trees including prune trees to City specifications, remove trees and stumps.
- Utilize proper safety precautions related to all work performed.
- Perform preventive maintenance on radios; repair mobile and hand held radios and other electronic equipment including public address systems, scoreboards and voting systems.
- Install computer cables and computer equipment; install PVC, steel and copper piping; perform electrical repairs and installations.
- Inspect security lighting, timeclocks and make necessary adjustments.
- Install and repair irrigation systems; install backflow prevention devices; inspect, lubricate, repair pumps and irrigation controllers.
- Maintain and repair park maintenance equipment including mowers, edgers, blowers; rebuild small engines; fabricate and weld valve boxes and trash bins.

- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Perform work in emergency situations as required.
- Perform any tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. The position requires near and far vision when inspecting work. Incumbents work in all weather conditions, use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, drive motorized vehicles, heavy equipment and work around moving traffic and often works with constant interruptions. The incumbent is also required to climb ladders, use power and noise producing tools and equipment.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Methods, techniques and tools and the operational characteristics of mechanical equipment used within the assigned maintenance area of responsibility.
- Principles of personnel supervision and training.
- Basic principles and procedures of record keeping and reporting.
- Basic mathematical principles.
- Safe work practices.

Ability to:

- Lead and train assigned staff.
- Perform the full range of difficult and complex maintenance, construction and repair work related to field maintenance.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Work independently in the absence of supervision.
- Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
- Read and interpret basic maps and blueprints.

Experience: Two years of increasingly responsible experience performing maintenance duties in one or more of the following areas; street repairs, concrete

structures, asphalt repair, sewer cleaning, park maintenance, tree planting and trimming, or building maintenance experience.

Education: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Licenses and/or Certificates: Possession of, or ability to obtain, an appropriate, valid California driver's license.