

## CITY OF BELMONT

### SENIOR MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To lead, oversee and participate in the more complex and difficult work of staff responsible for the maintenance, repair and construction of streets, sanitary and storm sewers and other City facilities; to verify the work of assigned employees for accuracy and compliance with standards and specifications; and to perform a variety of technical tasks relative to assigned areas of responsibility.

#### **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 and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including assigning and providing lead direction to maintenance work crews. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Assigned areas of responsibility may include streets, sewers, traffic & lighting, and/or storm water or hazardous materials programs.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Public Works Services Manager.  
Exercises functional and technical supervision over lower level maintenance staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Lead, plan, train and review the work of staff responsible for performing heavy, physical work in the maintenance, repair and construction of streets, sanitary and storm sewers and other City facilities.
2. Plan, direct and participate in monitoring and maintaining sewer lift stations, including back-up generators, pump valves and exterior facilities.
3. Train assigned employees in their areas of work including sewer and street maintenance methods, procedures and techniques.
4. Supervise the use, care and operation of street and sewer maintenance tools and equipment including hand, power and shop tools, trucks and construction equipment.
5. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
6. Monitor the daily activities of maintenance workers at job sites; direct corrections and modifications as needed.
7. Meet with the Public Works Superintendent, engineers and senior staff to prioritize in-house projects; set up for in-house repairs; assign repair jobs to outside contractors as appropriate.

8. Perform preventive maintenance on sewer laterals and sewer main lines throughout the City.
9. Perform inspections of sewer connections, driveway approaches, sidewalks, curbs and gutters in the City's right-of-way.
10. Maintain accurate records; operate computer to produce reports.
11. Ensure adherence to safe work practices and procedures.

**Marginal Functions:**

1. Respond to emergency calls in off hours as required; maintain standby availability on a scheduled basis.
2. Direct and participate in a variety of general maintenance projects as assigned.
3. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a streets and sewer maintenance program.
- Principles of lead supervision and training
- Methods and techniques of street, curb and gutter construction maintenance work.
- Methods and techniques of inspecting sewer connections.
- Operational characteristics of street and sewer maintenance and construction equipment and tools.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment including computers.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local codes, laws and regulations

**Ability to:**

- Lead, organize and review the work of staff.
- Independently perform the most difficult street and sewer repair, maintenance and construction work.
- Interpret, explain and enforce department policies and procedures.
- Operate a variety of street and sewer maintenance and construction equipment and tools in a safe and effective manner.
- Perform preventive maintenance on sewers and lines.
- Troubleshoot sewer lift stations.
- Safely perform heavy physical labor.
- Properly place cones, barricades and warning devices to direct traffic flow at job sites.
- Read and interpret plans, specifications and maps.
- Maintain accurate records of work performed and hours and materials used.
- Operate office equipment including computers and supporting applications
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

### **Experience and Training Guidelines**

*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**

Three years of increasingly responsible experience in the construction and maintenance of streets, sewers and/or related facilities.

#### **Training**

Equivalent to the completion of the twelfth grade.

### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office and field environment; travel from site to site, exposure to computer screens, noise, dust, smoke, fumes, gases, potentially hazardous chemicals, traffic, inclement weather conditions, work around heavy construction equipment; work or inspect in confined spaces.

#### **Physical Conditions**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; climbing; repeated bending; operating motorized equipment and vehicles.