



# City of Sebastopol Job Description

Job Title: Senior Maintenance Worker  
Division: Miscellaneous  
Department: Public Works  
Location: Public Works Corporation Yard  
Reports To: Public Works Superintendent  
Prepared By: Public Works Superintendent  
Approved By: City Council  
Approval Date: 5/16/2017  
Revised: 8/2/2022  
FLSA Status: Nonexempt

## **PURPOSE**

The Senior Maintenance Worker works under the direct supervision of the Assistant Superintendent of Public Works to plan, direct, supervise, and assist in the construction, maintenance and repair of streets, water, sewer, parks, and related public works facilities.

## **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the lower-level classifications in the Maintenance Worker series by lead worker responsibilities and specialized assignments. This classification is distinguished from the Assistant Public Works Superintendent class in that the Assistant Public Works Superintendent is a full supervisory level in the Maintenance series responsible for overseeing all maintenance activities in the Public Works Department.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Assistant Public Works Superintendent or higher-level manager as assigned. May exercise lead technical and functional supervision over others.

**TYPICAL JOB DUTIES** include but are not limited to the following. Other duties may be assigned.

- Supervise and participate in the repair and patching of streets, sidewalks, and other roadways.
- Supervise and participate in the construction, maintenance and repair of parks, water and sewer lines and mains, pumping or booster systems and related water and sewer facilities.
- Trains and appraises employee performance.
- Plans, assigns, and directs work.
- Addresses complaints and resolves problems.
- Directs the operation of equipment used in construction and maintenance work.
- Lay out and schedules work assignments.
- Checks work assignments to see that they are done properly and expeditiously.
- Estimates and orders materials needed for specific projects.

- Consults with the Assistant Public Works Superintendent in planning workload and projects to be completed.
- Checks and answers complaints received in the Public Works Department.
- Oversees the maintenance and public usability of City parks and pool.
- Oversees the maintenance of the city storm water systems.
- Participates in the required standby coverage rotation; must be available to respond to call outs for service within 30 minutes while on Standby Duty.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Other duties may be assigned.

### **KNOWLEDGE, SKILLS, and ABILITIES**

#### Knowledge of:

- Safe and efficient work practices and procedures.
- Materials, methods, equipment, and tools used in street, storm, sewer, water, park, and public facility maintenance, construction, or repair.
- Safe handling and operation of a variety of maintenance and construction equipment and materials related to all of the above.
- Principles and practices of effective employee supervision including training, resolving problems, and performance evaluation.
- Record keeping, reporting and inventory control procedures.
- Methods of estimating time, cost, and equipment necessary to perform assigned work.
- Purchasing procedures, forms, and techniques.
- Uses and operation of tools and equipment required for specific work assignment.
- Regulations and codes applicable to area of assignment.
- Arithmetic sufficient to calculate volumes, areas, length, percentages, and conversions.
- Safe work practices, including safety precautions for operating power equipment, working in traffic and under hazardous conditions.

#### Ability to:

- Communicate clearly and concisely, both orally and in writing, voicemail, and e-mail.
- Understand and carry out oral and written instructions.
- Produce written documents using business English.
- Deal effectively and tactfully with others in responding to inquiries and resolving complaints.
- Supervise, train, and evaluate personnel.
- Maintain harmonious working relationships with those contacted in the course of work.
- Inspect work in progress and upon completion.
- Inspect projects for conformance to City of Sebastopol standards and specifications.
- Determine appropriate level of maintenance improvements.
- Read and interpret blueprints, diagrams, and construction drawings.
- Utilize the appropriate equipment to locate underground water, sewer, and storm water utilities.
- Calculate materials needed to complete work projects. Estimate labor or material costs from work plans.
- Estimate job costs for budget planning purposes.
- Operate and maintain a variety of maintenance equipment in a safe and efficient manner.
- Determine equipment, personnel and materials needed for specific jobs.
- Set priorities and meet deadlines.

- Identify and implement effective courses of action to complete work assignments.
- Plan and set up work and delegate tasks to others.
- Train and supervise workers.
- Operate the specialized hand and power tools and heavy equipment used in performing work in the area of assignment.
- Perform heavy manual labor under adverse conditions.
- Walk and work on slippery surfaces.
- Perform work involving prolonged periods of standing, stooping, and reaching; and hear and distinguish oral directions while working in noisy conditions.

## **QUALIFICATIONS**

### **EDUCATION and/or EXPERIENCE**

Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate and three (3) years' experience and/or training in construction or other experience related to Public Works and/or utility maintenance or the equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to communicate effectively verbally and in writing and ability to establish and maintain effective working relationships with employees, elected officials, other departments, and the public.

This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service. This value requires the ability to effectively meet and deal with internal customers and the public while responding to customers in a friendly, pleasant, and professional manner using appropriate inflection, grammar, and syntax. The ability to handle stressful situations while establishing effective working relationships with employees, supervisors, and the general public. The ability to maintain a professional, courteous, and pleasant demeanor in difficult, stressful situations while diplomatically dealing with difficult people. A willingness is expected to expend extra effort to help the public find answers or information relative to their inquiry or complaint.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to utilize modern office equipment, methods, procedures and computer hardware and software.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of a valid Class C California Driver's License.
- Possession of, or the ability to obtain, a Grade 1 Wastewater Collection System Maintenance certification within one year of appointment.
- Possession of, or the ability to obtain, a Grade 1 Water Distribution Operator

certification within one year of appointment.

- Completion of Storm Water Best Management Practice Municipal course within one year of appointment.
- Possession of, or the ability to obtain, a Grade 1 Water Treatment Operator certification within one year of appointment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.