



City of Sebastopol

SENIOR PUBLIC WORKS MAINTENANCE WORKER

DEFINITION:

To organize, assign, and review the work of assigned staff engaged in the performance of a variety of semi-skilled and skilled duties related to the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities; to perform duties requiring specialized knowledge; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the Public Works 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, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Public Works Operations Supervisor.

Exercises technical and functional supervision over maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide or coordinate staff training; work with employees to correct deficiencies.

- Depending on assignment, plan, prioritize, review, and participate in the work of staff assigned to inspect, clean, maintain, construct, and repair of the City's wastewater collection and conveyance systems utilizing a variety of mechanical and specialized equipment including, but not limited to, CCTVs, vector combination truck, construction, and other related equipment.
- Depending on assignment, plan, prioritize, review, and participate in the work of staff assigned to inspect, clean, maintain, construct, and repair the City's municipal water system, utilizing a variety of mechanical and specialized equipment including, but not limited to, combination hydro-vector/excavation truck, construction, and other related equipment.
- Depending on assignment, plan, prioritize, review, and participate in the work staff assigned to the construction, maintenance and repair of City parks and landscapes, public facilities, and Ives Pool mechanical operations and maintenance.
- Patch potholes, resurface roads, and ensure proper drainage to prevent flooding; inspect, maintain, and repair pipelines, manholes, and valves; respond to leaks or blockages.
- Operate light and moderately heavy power-driven equipment, including loaders, backhoes, bucket truck, and dump trucks in the performance of various construction and maintenance tasks; load and transport materials; excavate and grade land and assist with the installation and repair of infrastructure projects.
- Safely operate power tools and perform regular inspections and routine maintenance.
- Clean and repair water and sewer lines and mains using jetters and vacuums to remove blockages, debris, and buildup from pipes and mains; conduct inspections to identify issues such as leaks, corrosion, or structural damage, and determine the appropriate repair methods.
- Excavate trenches necessary for installing water and sewer lines, fire hydrants, water meter services, water mains, valves, and hydrant laterals.
- Paint street markings and install street signs for traffic safety, ensuring compliance with regulations.
- Perform minor plumbing and electrical repairs and installations in City public buildings, including fixing leaks, replacing faucets, troubleshooting electrical issues, and installing new fixtures.
- Maintain and repair public facilities by conducting routine inspections; patch walls, repaint surfaces, maintain HVAC systems, and perform installations and repairs to siding, trim, roof, windows, and doors.
- Perform vegetation removal by clearing obstructive growth to improve visibility and accessibility, clean and repair park amenities, trails, and recreational areas.
- Perform homeless encampment cleanup.

- Adhere to safety protocols and best practices while working on-site to ensure a safe and efficient work environment, promoting the well-being of all personnel involved in the projects.
- Document work performed and report out on any significant issues to supervisors to facilitate timely repairs and improvements
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Advanced methods, techniques, tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sidewalks, signs, and storm drains.
- Advanced methods, techniques, tools and the operational characteristics of mechanical equipment used in traffic painting, striping and sign installation.
- Use of parks/landscaping and maintenance equipment, including commercial mowing equipment; uses, handling, and storage of pesticides and herbicides; construction and repair methods used in carpentry, plumbing, and painting.
- Methods, techniques, tools, and operating characteristics of mechanical equipment used in the construction and maintenance of wastewater and water systems facilities.
- Uses and purposes of general construction tools and equipment.
- Methods, tools, materials, and equipment used in grounds maintenance.
- Facilities construction and repair work and methods, including minor carpentry, pipe fitting, painting, and cement work.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; remember street names and general geographic areas.
- Work regular shifts, as assigned, including on-call weeks, call back shifts, emergency schedules, evenings, weekends, and/or holidays.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Two years of progressively responsible experience at a level comparable to a Public Works Maintenance Worker II with the City of Sebastopol.

Licenses and/or Certifications (all assignments):

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

When Assigned to Collections:

Possession of a California Water Environment Association Grade 3 (Lead) Collection System Maintenance Certificate within one year of appointment.

Possession of a California State Water Resources Board Grade 2 Water Distribution Operator Certificate within one year of appointment.

Possession of a Compressed Gas Association (CGA) compliant Utility Line Locator Accreditation from the National Utility Line Contractors Association (NULCA) within six months of appointment.

Completion of a Qualified Industrial Stormwater Practitioner certification from the California Storm Water Quality Association within 12 months.

When Assigned to Water System:

Possession of a California Water Environment Association Grade II Wastewater Collection System Maintenance Certificate within one year of appointment.

Possession of a California State Water Resources Board Grade 2 Water Distribution Operator Certificate within one year of appointment.

Possession of a California State Water Resources Board Grade 2 Water Treatment Operator Certificate within one year of appointment.

Possession of a Backflow Prevention Assembly Tester certificate from the American Water Works Association California-Nevada section.

Possession of a Compressed Gas Association (CGA) compliant Utility Line Locator Accreditation from the National Utility Line Contractors Association (NULCA) within six months of appointment.

Completion of a Qualified Industrial Stormwater Practitioner certification from the California Storm Water Quality Association within 12 months.

When Assigned to Parks:

Possession of a California State Water Resources Board Grade 1 Water Distribution Operator Certificate within one year of appointment.

Possession of a Certified Pool & Spa Operator certification from the Pool and Hot Tub Alliance within 12 months of appointment.

Completion of a Qualified Industrial Stormwater Practitioner certification from the California Storm Water Quality Association within 12 months.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business hours including evenings and weekends. Travel is rare.