

**City of Grass Valley  
JOB DESCRIPTION**



**Senior Maintenance Worker**

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**Department: Public Works Department**

**FLSA Status: Non-Exempt**

**Reports To: PW Management**

**Unit: 2 /Classified FT Position**

**Adopted: April 14, 2009**

**Revised: November 19, 2013**

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**SUMMARY OF JOB PURPOSE**

The Senior Maintenance Worker is a supervisory-level position. Incumbents in this classification are expected to perform a variety of skilled work involving the construction, maintenance, operation and repair of City owned and operated water distribution system, sewer collection system, associated storage facilities, and other related work as required.

Subject to the disciplinary process management reserves the right to terminate an incumbent in the Senior Maintenance Worker classification for lack of obtaining and maintaining the required certifications and or licensure.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Public Works Assistant Director of Operations and/or Public Works Director appointed designee. Responsibilities of the Senior Maintenance Worker include the technical or functional supervision of Public Works Maintenance Workers I/II/III, Utility Maintenance Workers and temporary employees, and training for semi-skilled maintenance personnel. Incumbents in this class will perform the full range of duties normally expected of the multi-level Maintenance Worker series. This position is distinguished from the Maintenance Worker III classification in that positions assigned to this class is expected to assume lead supervision over a multiple crew(s) of varying size performing multiple assignments of Maintenance Workers I/II/III's, and Utility Maintenance Workers and acts as a principal aide to the Public Works Management.

**ESSENTIAL FUNCTIONS (include but not limited to listed tasks)**

1. Acts as a supervisory for a multiple crew(s) of varying size of Maintenance Workers on assigned projects;
2. Takes the lead in scheduling of maintenance work, ordering and purchasing of materials, performs maintenance of routine record keeping including, but not limited to staff utilization and tracking of budgetary items and projects;
3. Assists in the training and supervision of assigned crew members;
4. Ensures appropriate traffic control is in use during all phases of repair and construction projects;
5. Performs construction, maintenance and repair of water mains, laterals, service meters and fire hydrants, valves, pumps and other infrastructure associated with a water distribution system;
6. Performs construction, maintenance and repair of sewer mains, laterals, lift stations, valves, pumps and other infrastructure associated with a sewer collections system;

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7. Investigates and resolves water and sewer system related problems;
  8. Reads and interprets water and sewer system maps and charts;
  9. Operates specialized tools and equipment used in the maintenance and repair of water systems;
  10. Assists with the City's snow removal operations in conjunction with protection of all City facilities;
  11. Serve as a City liaison to the City's sewer and water system customers and all Grass Valley constituents in keeping with the City's Customer Service Policy;
  12. Participates in the rotation of the Mandatory Standby Program;
  13. Takes chlorine residual and bacteriological samples;
  14. Turns water service on and off, reports and distributes information on service disruptions;
  15. May enter and work in a confined space;
  16. Demonstrates the ability and willingness to work in a team environment in the course of daily activities;
  17. Performs trench and street restoration activities as needed;
  18. Performs related duties and responsibilities as required.

**Knowledge of:**

1. Methods, equipment, and materials used in street maintenance and repair;
2. Hazards associated with the assigned work and proper safety precautions including appropriate traffic control devices;
3. Traffic laws, ordinances and rules involved in truck and heavy equipment operations;
4. Principles of supervision and training;
5. American Water Works Association (AWWA), California Department of Public Health and City Standards;
6. Department organization policies and directives;
7. Safe working procedures;
8. Proper operation of a wide variety of power and hand tools;
9. Pertinent Federal, State and local laws, codes and regulations.

**Skills in:**

1. Inspecting assigned areas for a wide variety of maintenance, repair and risk management issues;
2. Applying laws, regulations, codes and departmental policies governing the water distribution and storage;
3. Applying laws, regulations, codes and departmental policies governing the sewer collections systems;
4. Recognizing, prioritizing and accomplishing needed tasks;
5. Maintaining accurate logs, records and basic written records of work performed;
6. Using and operating hand tools, mechanical equipment, power tools, and equipment required for the work in accordance with safety standards;

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7. Understanding and following oral and written instructions;
  8. Maintaining routine records;
  9. Supervising and training less experienced personnel;
  10. Interacting effectively and courteously with the public.
  11. Implementing new and existing construction and maintenance work procedures and practices;
  12. Using English effectively to communicate in person, over the telephone and in writing;
  13. Establishing and maintaining effective working relationships with those contacted in the course of work.

**Ability to:**

1. Comply with OSHA and City safety rules and policies;
2. Perform heavy manual labor and maintenance work;
3. Serve as a key customer service representative when interfacing with the public and/or others by responding to public service calls and complaints;
4. Serve in a standby status after regular working hours and respond to emergency call-outs;
5. Assist in the evaluation of operations, personnel, and activities and make recommendations for improvements, modifications, and purchases;
6. Perform all work activities in a safe manner;
7. Operate Public Works Department equipment;
8. Climb stairs and ladders;
9. Demonstrate a willingness and ability to work as a team member;
10. Drive and operate standard and automatic drive motor vehicles, operate power generator and other related power and hand tools necessary to perform job functions;
11. Follow oral and written instructions;
12. Communicate clearly, concisely and effectively, both orally and in writing;
13. Maintain cooperative working relations with the general public and employees;
14. Develop and maintain positive public relations with emphasis on customer service;
15. Carry out the mission of the City and the department and adhere to the City's and department's organizational values;
16. Ability to work out of doors in all weather conditions and near traffic with varying noise levels.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE**

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Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

1. High School Diploma or General Education Degree (GED) and two years of experience performing duties comparable to those of a Maintenance Worker III with experience in water distribution system maintenance; OR an equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities.

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Must have a valid Class B California Drivers License with an acceptable driving record.
2. Incumbents are required to have and maintain a Grade II certification as a Distribution Operator issued by the California Department of Health Services. Incumbents with a minimum of five (5) years of construction and/or public works supervision will have to obtain and maintain a minimum Grade II certification as a Water Distribution Operator issued by the California Department of Health Services within one (1) year of appointment and prior to passing probation.
3. Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Senior Maintenance Worker classification for lack of obtaining and maintaining the required certifications and/or licenses.

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance.

**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures.

**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.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The employee is routinely required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and

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up to 100 pounds with assistance, and operate a jackhammer weighing up to 90 lbs.. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The employee must be able to work in variable temperatures and weather conditions. Have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

**WORKING ENVIRONMENT**

While performing the duties of this job the employee is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and vibration; and the noise level in the work environment is usually loud.

**GENERAL**

The city reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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