

CITY OF SIMI VALLEY

MAINTENANCE WORKER III

*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.*

SUMMARY DESCRIPTION

Under direction, leads, oversees and participates in a variety of skilled and semi-skilled labor duties in the maintenance, operation, and repair of City streets, curbs, sidewalks, and flood control systems; and operates and maintains a wide variety of maintenance tools and equipment.

This is a broad classification with individual positions assigned to specific functional areas. Duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I and II by the level of responsibility assumed and the complexity of duties assigned including performing lead supervisory activities. Employees at this level are required to be trained in all procedures related to assigned area of responsibility and in the operation and maintenance of various public works tools and heavy equipment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide lead supervision and training to assigned staff responsible for the maintenance, operation, and repair of City streets, curbs, sidewalks, and flood control systems; verify attendance and provide initial approval for leave requests; and operate and maintain a wide variety of maintenance tools and equipment.
2. Provide lead supervision to assigned staff on proper safety procedures related to all work performed; participate and oversee safety and training sessions and seminars; train assigned staff in the methods and techniques of operations, repair, maintenance, and service to the public.
3. Respond to emergency calls and/or perform after-hours duties as directed.
4. Participate in the development of goals and procedures for maintenance, operations and service.
5. Estimate time, materials, and equipment required for jobs assigned; track and maintain inventory; schedule and account for maintenance equipment; and requisition materials as required.
6. Oversee customer service regarding the notification of residents related to maintenance projects and coordinate with City departments regarding maintenance projects.
7. Maintain records related to maintenance activities.
8. Lead and participate in maintaining traffic control systems; paint and stripe City streets, curbs, crosswalks and guardrails.
9. Prepare, install, repair and replace City signs and posts; install and maintain street banners as necessary.
10. Lead and participate in mixing, raking and spreading asphalt; seal cracks and patch streets; participate in street overlays.
11. Oversee the installation of speed humps on City streets.
12. Respond to emergency calls to remove traffic accident debris from City streets.

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13. Oversee and participate in constructing forms and pouring and finishing concrete on curbs, gutters, sidewalks, and waterways; perform concrete repairs, patch work, brick, block walls, and associated masonry work.
14. Participate and oversee the operation of construction and maintenance equipment including power and hand tools, backhoe, concrete saw, soil compactor, dump truck, skip loader, trencher, water tank truck, chain saws and other related equipment; monitor vehicles and equipment for preventative maintenance and perform light repairs.
15. Participate and oversee traffic control operations when working in traffic areas of the City; direct and control traffic around work sites.
16. Lead and participate in the cleaning and maintenance of storm drains, pipes, catch basins and storm channels; perform walk-through inspections of storms drains; ensure proper working order; make repairs as necessary.
17. Notify appropriate HazMat personnel when discovering or witnessing a hazardous situation; isolate and deny entry until proper authorities respond.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties. Certain qualifications will depend on area of assignment.

Knowledge of:

Principles of lead supervision and training.

Methods and techniques of general construction, maintenance and/or repair related to the area of work assigned.

Methods, materials, equipment, and tools used in the area of work assigned.

Methods and techniques of concrete finishing and repair.

Methods and techniques of street maintenance repair and asphalt overlay.

Asphalt marking and sign fabrication.

Practices and procedures of traffic control.

Principles of hazardous waste collection and disposal.

Methods and techniques of safe chemical use, storage and disposal.

Material Safety Data Sheets (MSDS) related to area of work assigned.

Hazardous Materials Program (HazMat) related to area of work assigned.

Operational characteristics of cleaning equipment and materials.

Principles of Dig Alert.

Occupational hazards and standard safety practices.

Record keeping principles and practices.

Ability to:

Lead and train staff in the area of work assigned.

Assign tasks to lower level staff.

Independently perform the most complex activities related to the area of work assigned.

Interpret, explain, and enforce departmental and City policies and procedures.

Solve customer complaints and interact effectively with the public.

Perform a variety of advanced journey-level maintenance, construction and repair work in the area of work assigned.

Work independently in the absence of supervision.

Operate and maintain a variety of maintenance and construction equipment.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Perform heavy manual labor.

Determine, and properly dispose of, hazardous waste.

Read and interpret basic blueprints, diagrams, and maps.
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.
Operate office equipment as necessary, including but not limited to computers and supporting software applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Participate in and complete safety training including CPR and Self-Contained Breathing Apparatus (SCBA).
Maintain accurate records and files.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain effective audio-visual discrimination and perception needed for successful job performance.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in the area of work assigned.

Experience:

Four years of increasingly responsible maintenance and/or construction experience.

License or Certificate:

Possession of, or ability to obtain, a valid Class A (including trailer and tank endorsements) driver license within one year of employment, depending on the area of assignment.

Possession of, or ability to obtain, CPR and First Aid certifications within the first six months of employment.

Some positions may require possession of, or ability to obtain, an Electrical Hazards Awareness certificate within one year of employment.

Additional industry-specific certifications may be required depending on area of assignment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Field and construction site environment, office environment, travel from site to site; work around traffic and heavy construction equipment; work at heights on scaffolding and ladders; on slippery or uneven surfaces; exposure to noise, dust, grease, smoke, fumes, gases, toxic chemicals; inclement weather conditions.

Physical: Sufficient physical ability to perform heavy lifting, pushing, pulling, and carrying; bending, stooping, climbing ladders, kneeling and crawling; standing or walking for prolonged periods of time; operating motorized vehicles and equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens, printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.