

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR MAINTENANCE WORKER

Civil Service Status: Open Competitive/Promotional
Probationary Period: 1 Yr.-Competitive/6mo. Promotional
Classification Series: Field Services
FLSA Status: Non-Exempt

Bargaining Unit: General Employees' Association
Approved by City Council: 3/16/09
Resolution No.: 2009-36

*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

Under general supervision of the Public Works Supervisor, this position is a member of a crew who may serve as a Crew Leader, and performs a variety of routine and semi-skilled tasks in the repair, maintenance and construction of streets, grounds keeping of parks and public grounds areas; operates motorized equipment; does general refuse collection; performs necessary manual labor; and does related work as required.

EXAMPLE OF 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.

- May lead work crews at the direction of the Public Works Supervisor;
- Engages in construction and repairs to sidewalks, streets, curbs, storm drains and sewers;
- Cleans and maintains streets, parkways, vacant lots, gutters, sewers, storm drains, parks, parking areas, restrooms and tennis courts;
- Paints tables and benches;
- Repairs sprinklers;
- Operates specialized trucks, aerial trucks and other motorized equipment such as an asphalt roller, jack hammers, tractor loader, small street sweeper, concrete saws;
- Performs street traffic painting, replaces flowers and prunes shrubs;
- Repairs light equipment used (including but not limited to) hand tools, lawn mowers, paint sprayer and concrete mixer;
- Assist with such activities as installation of street signs, building maintenance and painting;
- Perform a variety of routine preventive and corrective maintenance duties;
- Operate a variety of assigned equipment and tools as directed in a safe and efficient manner to accomplish assigned tasks;
- Assumes responsibility for ensuring the duties of the position are performed in a safe efficient manner;
- Responds to after hours emergency call outs as needed;
- Performs other related duties as assigned or as situation requires;

MINIMUM 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.

Knowledge of:

- Moderate methods and techniques of general maintenance and repair activities related to the area of work assigned;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR MAINTENANCE WORKER

Civil Service Status: Open Competitive/Promotional
Probationary Period: 1 Yr.-Competitive/6mo. Promotional
Classification Series: Field Services
FLSA Status: Non-Exempt

Bargaining Unit: General Employees' Association
Approved by City Council: 3/16/09
Resolution No.: 2009-36

(Continued)

- Moderate operational characteristics of equipment and tools used in the area of work assigned;
- Moderate preventive and corrective maintenance techniques;

Skills:

- In the use of various types of tools and equipment;
- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

Ability to:

- Provide leadership;
- Provide work instructions;
- Perform a variety of maintenance and repair work in the area of work assigned;
- Use and operate a variety of maintenance and repair equipment in a safe and effective manner;
- Perform heavy manual labor;
- Maintain and repair a variety of tools and equipment;
- Adhere to safe work practice and procedures;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationship with those contacted in the course of work;
- Work in an around heights;
- Work in uneven terrain;
- Work in inclement weather;
- Lift 50 pounds;
- Respond to after hour emergencies within a reasonable time period;
- Maintain accurate logs and records;
- Learn to operate computers and computerized equipment;
- Respond to service requests;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training 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:

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination)

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR MAINTENANCE WORKER

Civil Service Status: Open Competitive/Promotional
Probationary Period: 1 Yr.-Competitive/6mo. Promotional
Classification Series: Field Services
FLSA Status: Non-Exempt

Bargaining Unit: General Employees' Association
Approved by City Council: 3/16/09
Resolution No.: 2009-36

Experience:

Three (3) years of maintenance, construction, and repair experience in the Public Works field is desirable or equivalent certified training in a related field.

License or Certificate:

- A valid California Class C Driver's License is required at the time of appointment and a satisfactory driving record.
- Possession of or ability to obtain within six (6) months of appointment to position, a valid California Class B Driver's License is required as a condition of continued employment, and a satisfactory driving record;

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.