



City of Pacific Grove
Established Date: 12/18/2013

MAINTENANCE WORKER, SENIOR

SUMMARY: Under general supervision, performs skilled work in maintenance, repair, and development projects for City streets, buildings, grounds, golf course, wastewater, environmental control systems, and related assets and infrastructure for the Public Works Department (PWD); leads staff and ensures work is performed in accordance with all quality standards, safety regulations, and procedures.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs skilled and semi-skilled operations and maintenance work using experience in a wide variety of construction and skilled trades work, including the efficient operation and repair of specialized equipment; maintains and repairs streets, buildings, landscape, drainage, golf course, environmental controls, spray applications, and infrastructure.
- Works independently, and makes appropriate decisions based on work experience and training; duties may vary according to job assignment and individual skills; work may include lead supervision of staff.
- Operates specialized equipment, and performs difficult and responsible work assignments within scope of authority, and in accordance with all safety regulations and procedures; notifies supervisors of operations and maintenance problems beyond the scope of authority.
- Reviews work orders, identifies material and equipment needs for each assigned project, defines and troubleshoots maintenance/repair issues, and resolves problems with cost-effective solutions.
- Repairs, replaces, and troubleshoots damaged and malfunctioning equipment and components; tests devices, replaces components, make necessary repairs, and verifies proper functioning.
- Reviews work crew assignments to ensure the work quality and timely accomplishment of assigned duties and responsibilities; prioritizes tasks, identifies problem areas, and recommends solutions; orders and stages materials and equipment; completes required activity logs and reports.
- Monitors work sites and special events to ensure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition; enforces safety rules and regulations, and ensures proper safety precautions in all work performed; manages safety hazards, equipment problems, security issues, and emergency situations.
- Trains work crew in PWD procedures, techniques, and safety standards; trains crew in the use and maintenance of equipment and tools; works with staff to correct performance deficiencies.
- Leads the maintenance and repair of vehicles, equipment and facilities; reports and resolves problems requiring additional maintenance and repair; oversees inventories of materials, equipment, and tools.
- Responds to questions from residents, and provides information and customer service; responds to emergencies, and coordinates work activities as needed.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Receives direction from Maintenance Supervisor, Public Works Program Manager, and Director of Public Works/Community Development.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent, and four years construction and maintenance experience, preferably with the City of Pacific Grove; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Methods, procedures, materials, equipment, and techniques used for public works operations, construction, and maintenance projects, including carpentry, plumbing, and electrical skills.
- Safe work practices, occupational hazards, and safety precautions in public facilities.
- Operation, maintenance, and repair standards and procedures for specialized equipment and vehicles.
- OSHA safety rules and regulations, and safety standards in hazardous traffic environments.
- Methods and equipment necessary for safe storage, use, and handling of hazardous materials.
- Facility, vehicle, and equipment maintenance procedures and practices.
- Environmentally responsible and resource-efficient repair and maintenance techniques.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Leading work crews, scheduling work, and evaluating performance.
- Reading and interpreting plans, schematics, and specifications.
- Promoting and enforcing safe work practices.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Interpreting and applying federal, state and local rules and regulations; and City policies and standards.
- Inspecting, servicing, and maintaining vehicles, tools, and specialized equipment.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.
- Ability to maintain files and data.
- Knowledge of special events (set-up, break-down, and operations), and traffic control techniques.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required; Commercial Driver's License may be required for some incumbents. Specific technical training and certifications may be required for some job assignments. Possession of a Qualified Applicator Certificate (QAC) or ability to obtain one within 6 months of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors and outdoors; requires moderate physical efforts in performing maintenance and repair projects; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires.