

## ATTACHMENT B

### TOWN OF FAIRFAX

## **SENIOR MAINTENANCE WORKER**

### **DEFINITION**

To perform skilled and supervisory work in the construction, maintenance, and repair of streets, storm drains, traffic safety systems, and building and park maintenance; to assign and direct the work of a maintenance crew; to operate power drive equipment

### **CLASS CHARACTERISTICS**

Work involves the responsibility for the day-to-day field supervision and evaluation of a field maintenance crew involved in the construction, maintenance and repair of streets, storm drains, traffic safety systems, and parks. Duties involve performing the most technical and difficult maintenance tasks, including building repair and maintenance, as well as the operation of field maintenance equipment as required.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Director of Public Works.

Responsibilities may include both direct and indirect supervision of subordinate field maintenance personnel as assigned.

### **EXAMPLE OF DUTIES (Illustrative Only)**

- Evaluate and inspect assigned personnel and equipment
- Maintain discipline and ensure that Town Policies and Procedures are followed
- Assist in budget preparation and administration; pay some vendor invoices
- Supervise and participate in repair of sidewalks, curbs and gutters, paving, grading, and minor repair of streets; cement construction; trimming brush in the right-of-way; traffic striping, lighting and marking; install signs; maintenance of planting and grounds, playground equipment and structures in Town parks; repair of fences, retaining walls and drinking fountains; planting, watering, mowing or pruning, fertilizing or other maintenance of trees, flowers, shrubs and lawns, raking of leaves and cleaning walks, fields, courts and other facilities; loading of trimmings on trucks; general grounds cleaning; maintenance and preparation of athletic field; grading, filling and shaping baseball diamond
- Supervise and train subordinate maintenance personnel in the operation of equipment and other maintenance activities
- Inspect assigned areas for the entire public works maintenance activities and take appropriate action
- Drive vehicles to transport materials, tools and equipment
- Order necessary materials used in street repair and maintenance
- Maintain Town buildings by performing carpentry, plumbing, and minor electrical work

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- Complete a variety of reports and forms including time and equipment records and work orders
- Survey Town streets to identify maintenance needs
  
- Identifies training opportunities and needs and makes recommendations to higher level staff.
- Responds to questions and concerns from the general public and provides information as is appropriate and resolves complaints.
- Reports problems to Public Works Director and trouble shoots construction, maintenance and repair problems on job sites.
- Exercises independent judgment on the work site and makes field decisions concerning assigned project or task.
- May be required to respond to call-outs on emergency road work or other storm related projects.
- Review and process encroachment permits
- Perform related duties as assigned

### **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two Years of increasingly responsible experience comparable to that of a Maintenance Worker II for the Town of Fairfax

Education: Equivalent to completion of the twelfth grade

License of Certificate: Possession of an appropriate, valid Class B California driver's license

### **QUALIFICATIONS**

#### Knowledge of:

- Materials, methods, practices and equipment used in construction, maintenance, ground maintenance work and repair activities
- General building maintenance and construction procedures, methods and techniques
- Occupational hazards and standard safety precautions necessary in the work
- Street and park maintenance, drainage systems, and building maintenance activities
- Principles and practices of supervision and training

#### Ability to:

- Supervise, train, motivate, guide and direct maintenance, construction and park personnel in the performance of public works maintenance activities
- Perform highly skilled construction, street and park maintenance
- Operate a variety of equipment used in municipal street and park maintenance
- Identify and correct unsafe conditions in the work environment
- Perform heavy manual labor
- Read and interpret construction plans and specifications

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- Schedule and plan the work of others
- Understand and carry out oral and written directions
- Exercise independent judgment in the absence of direct supervision

**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 required to use hand to eye coordination, handle, feel or operate objects, tools, or controls and reach with hands and arms in the performance of sustained heavy physical labor. The employee is frequently required to stand for long periods of time, talk and hear at normal levels. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, or crawl and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Working Conditions**

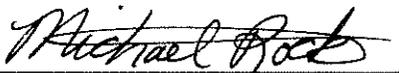
While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, works outdoors under adverse conditions such as hot and/or humid or cold and/or stormy weather; occasionally works in confined spaces and with hazardous materials and works nights weekends, holidays, overtime and on-call as needed. Employees must travel locally within the County to various work sites.

**SALARY RANGE:**

Annual Salary    A \$47,808    B \$50,196    C \$52,704    D \$55,332    E \$58,104

Monthly Salary    A \$ 3,984    B \$ 4,183    C \$ 4,392    D \$4,611    E \$ 4,842

DATE: 09-03-08

APPROVED:   
Town Manager

Approved: September 3, 2008