



JULY 2009
FLSA: NON-EXEMPT

SENIOR UTILITY MAINTENANCE WORKER

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for providing maintenance and repair to District infrastructure, including buildings and facilities; sets priorities and directs the work of assigned staff on a project or day-to-day basis; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Utility Maintenance Supervisor or other assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the maintenance worker series that performs the most complex duties required to ensure that District infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned infrastructure, facilities, systems, and appurtenances. This class is distinguished from the Senior Groundskeeper classification in that the latter oversees and performs grounds-keeping duties. It is further distinguished from the Utility Maintenance Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional supervision to assigned maintenance staff; reviews and controls quality of work; participates in performing routine to complex maintenance and repair work on assigned District infrastructure.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Utility Maintenance Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects District infrastructure, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions.
- Recommends supplies and equipment for work projects.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with District standards and specifications.

- Assists skilled trades classifications with a wide variety of maintenance, repair, and installation work.
- Assists in coordinating, overseeing, and personally participating in all assigned maintenance programs.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Maintains accurate records and logs of daily activities.
- Performs the full range of duties of the Utility Maintenance Worker class, as needed.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Maintenance principles, practices, tools, and materials for maintaining and repairing assigned District infrastructure, systems, and facilities.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Plan, schedule, assign, and oversee activities of maintenance personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Operate, maintain and make minor non-technical repairs to a variety of power equipment and tools safely and skillfully.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Learn, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and an apprenticeship or training program and three (3) years of experience of performing building and facility maintenance duties.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in various District buildings and facilities; strength, stamina, and mobility to operate and motor vehicle, travel to various districts sites and locations, perform medium physical work, and operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field inspection work requiring frequent walking at work sites to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, vibration, confining workspace, chemicals, dust, fumes, waste products, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids while cleaning and are required to wear appropriate attire for the area to which they are assigned. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.