

TOWN OF PORTOLA VALLEY
SENIOR MAINTENANCE WORKER

Classification 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

To organize, assign, review, and participate in the work of assigned personnel engaged in a variety of duties in the maintenance, repair and construction of streets, storm sewers and Town facilities; to operate a variety of maintenance tools, equipment and vehicles; and to perform a variety of maintenance duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Director/Town Engineer.

May exercise technical and functional supervision over part-time or volunteer maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Perform semi-skilled and skilled duties in the maintenance, construction and repair of Town facilities including streets, parks, buildings, walkways and roadways.

Regularly set up and take down rooms for recreation classes, meetings and rentals.

Perform culvert and drainage systems maintenance; clean up and repair damage done by storms; build, repair and maintain adequate storm drainage systems; build temporary and permanent storm water diversions as needed.

Break and remove surfaces; dig, shovel, haul, load and unload soil, sand, landscaping, concrete, asphalt mixes and other materials; finish concrete; repair sidewalks, curbs and gutters.

Operate street and sewer maintenance tools, equipment and vehicles including various hand, power and shop tools, trucks and construction equipment.

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Respond to public inquiries regarding street problems; perform road maintenance, apply asphalt and other materials to streets and roadways; trim, chip and remove brush, trees and branches from roadways.

Remove and replace fences, landscaping, brick, concrete and other structures on public property, as needed.

Sweep and remove trash from corners, gutters, parking lots, and other assigned areas.

Perform a variety of semi-skilled painting, carpentry, plumbing, irrigation or other maintenance work as required.

Perform janitorial duties including, but not limited to, sweeping, vacuuming and cleaning Town buildings, restrooms and grounds.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

EXAMPLES OF MARGINAL DUTIES:

Respond to emergency calls and situations as required.

May be required to perform some field and recreation facility duties during the absence of the Recreational Facilities Coordinator.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of street and park repair and construction.

Operational characteristics of street equipment and vehicles.

Principles and practices of carpentry, janitorial and electrical duties.

Principles and procedures of record keeping.

Proper uses of janitorial and park maintenance chemicals, pesticides and fertilizers.

Occupational hazards and standard safety practices.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform street, building and park maintenance, repair and construction.

Operate a variety of street and maintenance and construction tools, equipment and vehicles in a safe and effective manner.

Maintain accurate records.

Safely perform heavy physical labor including, but not limited to lifting, reaching, climbing ladders, carrying and stooping.

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.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Recognize safety hazards.

Perform preventive maintenance on a variety of hand and power tools.

Properly place cones, barricades and warning devices to direct traffic flow at job sites.

Read plans, specifications and maps.

Work independently in the absence of supervision.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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Experience and Training

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

Experience:

Two years of increasingly responsible experience performing construction, repair and maintenance duties of streets, building, landscaping and/or related facilities comparable to Maintenance Worker II in the Town of Portola Valley.

Training:

Graduation from high school or G.E.D. equivalent.

License or Certificate

Possession of, or ability to obtain, valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens or other office equipment or other office equipment, noise, dust, smoke, fumes, gases; potentially hazardous chemical and traffic; inclement weather conditions; work around heavy construction equipment; work or inspect in confined spaces.

Physical and Mental Conditions:

Essential and secondary functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying weight of 50 pounds or less; climbing; repeated bending; operating motorized equipment and vehicles, mid-range to distant visual acuity for inspecting equipment, and/or as specified in the job analysis.