

MAINTENANCE SPECIALIST III

DEFINITION

Under general supervision, provides lead direction, training, and work review to one or more maintenance crews on projects, at assigned sites or in areas of specialty; performs a variety of specialized skilled and semi-skilled work in the construction, modification, maintenance, repair, and operation of City infrastructure, including streets, parks, traffic controls and structures, storm drains and sanitary sewers, water, and wastewater systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the designated manager or supervisor. The incumbent may train and provide lead supervision to Maintenance Specialists I and II as well as temporary workers.

CLASS CHARACTERISTICS

This is the advanced journey/lead level class in the maintenance class series. Positions are allocated at this level because work assignments require either advanced skills and/or certification necessary in the performance of more complex maintenance assignments, or lead responsibilities where direction is exercised at one or more job sites when a supervisor cannot oversee on a regular basis or where a particular job site or project is of sufficient complexity or size that ongoing work direction is necessary on a daily basis. Incumbents are expected to both monitor and coordinate work site activities and to perform physical work of both a skilled and semi-skilled nature. This class is distinguished from a supervisor by the latter's management, budgetary and departmental administrative support responsibilities in addition to assigning, supervising, reviewing, and evaluating the work of Maintenance Specialists I, II and III.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Services, maintains, and repairs streets, parks, traffic controls and structures, storm drains and sanitary sewers, water and wastewater systems, buildings, grounds and/or equipment for the City owned facilities; inspects, diagnoses, and troubleshoots basic equipment and operating problems, performs repairs, and installs new equipment; responds to emergency requests; performs preventative maintenance; tests and inspects completed work as required for specific job assignment.
- Establishes a safe work area and coordinates activities with employees and the public, as safety rules require.
- Performs basic construction and remodeling to City facilities.
- Coordinates and provides for facility usage to ensure successful City activities.
- Completes monthly reports and maintains basic records of work performed and materials and supplies used.
- Directs and reviews the work of one or more crews performing construction, maintenance, and repair assignments.

- Maintains many aspects of City facilities including electrical systems, HVAC, plumbing systems, roof, janitorial services, contract work, locks and door hardware, and audio-visual systems.
- May coordinate and review the work of contract staff required for public works maintenance assignments.
- Operates specialized equipment such as sweepers, heavy trucks, backhoes, loaders, hydro-sewer cleaners, and related construction equipment.
- Reports the need for major contract repair or maintenance of facilities and equipment.
- Interacts with the public to answer questions, explain applicable laws, rules, and regulations, and investigate complaints.
- Determines the type of materials, supplies, machinery, or tools to be used for each project; may purchase materials and supplies from established suppliers with appropriate authorization; prepares materials for use.
- Provides consultation or expert advice to management when necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Methods of trouble-shooting maintenance and repair projects.
- Maintenance principles, practices, tools, and materials for maintaining and repairing assigned systems and facilities.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable codes and regulations.
- Safe driving rules and practices.
- Traffic control procedures and traffic sign regulations
- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials and water service components, as applicable.
- Maintenance principles, practices, tools, and materials for maintaining public parks, as applicable.
- Systems of lighting controls, plumbing repair and installation, electrical motor repair and troubleshooting, HVAC system control with program management, playground equipment regulations and repair, and pool operation and repair, and other construction-related knowledge, as applicable.
- Basic mathematics.

Skill in:

- Providing lead direction and work review to public works maintenance staff.
- Training staff in work procedures.
- Performing skilled and semi-skilled construction, modification, maintenance, and repair work on assigned systems, facilities, and equipment such as found in the City.
- Operating specialized street maintenance and repair equipment and sewer-cleaning equipment, as applicable.
- Setting up and operating a traffic area construction zone, including cones, barricades, and flagging, as applicable.

- Locating underground utilities by use of blueprints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations, as applicable.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Skillfully and safely using and maintaining tools and equipment related to the work.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and written records of work performed.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from high school and four years of semi-skilled construction, maintenance, or repair experience related to the work assigned.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Parks Maintenance Specialist III: Requires the possession of or the ability to obtain a Class A California motor vehicle license with appropriate endorsements within one year of appointment.

Streets Maintenance Specialist III: Requires the possession of or the ability to obtain a Class A California motor vehicle license with appropriate endorsements within one year of appointment.

Wastewater Collections Maintenance Specialist III: Requires the possession of or the ability to obtain a Grade III Wastewater Collection Systems Maintenance certificate and Class B California motor vehicle license with appropriate endorsements within one year of appointment.

Wastewater Treatment Plant Maintenance Specialist III: Requires the possession of or the ability to obtain a Grade II Mechanical Technologist or Grade II Electrical/Instrumentation Technologist certificate within five years of appointment.

Water Maintenance Specialist III: Requires the possession of or the ability to obtain Grade II Water Treatment and Grade III Water Distribution System Operators certificates, and a Class A California motor vehicle license with appropriate endorsements within one year of appointment.

The time frame for certification may be extended at the discretion of the Executive Manager.

Other positions in this classification may require specific licenses and/or certifications. For example: Self Contained Breathing Apparatus Certification, Certified Pool Operator or Aquatic Facility Operator, Playground Safety Inspector Certification, Pesticide Certification.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess strength, stamina, and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 60 pounds, unassisted, and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. May be required to wear a self-contained breathing apparatus and other safety equipment.

Other Requirements:

May be available for regular standby assignments and work emergency overtime as required and in accordance with existing Memoranda of Understanding. Must be willing to work out of doors in all weather conditions and with exposure to traffic, fumes, odors, dust and potentially hazardous chemicals and conditions.

Typical Working Titles included in this classification:

Facilities Maintenance Specialist
Parks Maintenance Specialist
Streets Maintenance Specialist
Water Maintenance Specialist
Wastewater Collections Maintenance Specialist
Wastewater Treatment Plant Maintenance Specialist

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.