

City of South San Francisco  
Human Resources Department

**Senior Public Works Maintenance Worker**  
Class Description

**Definition**

Under general supervision, performs a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of streets, sewer mains, drainage structures, and related public infrastructure; operates light and moderately heavy power-driven equipment; leads and assists a small crew in carrying out assigned duties; and does related work as required.

**Distinguishing Characteristics**

This classification is distinguished from the lower-level classification in that it leads a crew and personally performs a variety of public works tasks. It is expected to possess a full working knowledge of public works maintenance and repair work and to carry out assigned tasks under minimal supervision.

**Typical and Important Duties**

1. Prepares streets for patching and resurfacing; applies oil, asphalt, concrete, gravel, and other materials, which includes hand sweeping of street surfaces, loading and unloading materials, and raking and shoveling of asphalt.
2. Maintains and constructs projects, such as retaining walls, guard rails, curbs, gutters, and catch basins that includes removing obstructions, such as tree roots; breaking up and removing concrete; constructing forms; and mixing, pouring, and finishing of concrete.
3. Cleans, maintains, repairs, and installs sewer lines.
4. Operates flushing and rodding equipment under direction.
5. Paints and stripes streets, including painting of curbs and pavement messages, marking streets for line painting, and cleaning and maintaining equipment, such as stencils, hoses, and spray guns.
6. Fabricates and installs signs.
7. Sets up traffic controls and directs traffic as required.
8. May work independently in such areas as street cleaning and debris collection.
9. Assists in the general cleaning and maintenance of the Corporation Yard.
10. Uses a variety of hand and power tools in connection with the above duties; operates light, motorized equipment, such as pick-ups, flatbeds, and dump trucks.
11. May operate larger equipment such as front-end loaders and rollers for training purposes or in emergencies.
12. Relieves the lead, as necessary.
13. Performs related duties and responsibilities as assigned.

## **Job-related Qualifications**

### *Knowledge of:*

- General construction and maintenance materials, procedures, and equipment related to street and sewer operations.
- Operation of light and heavy power-driven equipment.
- Occupational hazards and safety practices and procedures related to the work.
- Techniques for dealing with the public, City staff, and representatives of contractors in an effective manner.

### *Ability to:*

- Perform the more skilled public works maintenance and repair assignments.
- Read and interpret work plans and blueprints.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Operate a variety of light and heavy power driven equipment.
- Perform heavy physical and manual labor.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Acquire a general knowledge of division policies and procedures as related to public works operations.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner, following City safety practices and procedures.
- Lead and assign crews in performance of general maintenance and repair tasks.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Maintain confidentiality regarding sensitive information.

### *Skill in:*

- Driving a variety of vehicles safely.

## **Experience and Training**

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

*Experience:* Three years of progressively more responsible experience in general construction, maintenance, and repair work.

*Training:* Equivalent to completion of high school.

## **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license, with proper endorsements and a satisfactory driving record.
- For some positions the possession of a Grade I certification for Collection System Maintenance Technologist is desirable.
- Possession of, or the ability to obtain as appropriate, confined space certification.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

Approved:	April 1994
Revised Date:	April 1995; December 2001, June 2003, January 2004
Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	1994/95, 2003
DOT:	Yes
Physical:	Class 2
Status:	Non-exempt
EEOC Category:	EF2\EJ8
Job Code:	A360

### **ADA Documentation of Essential Duties**

1. SDE
2. SDE
3. SDE
4. MWE
5. SDE
6. SDE
7. OAE
8. OAE
9. OAE

- 10. SDE
- 11. MME
- 12. OAE