



**MARCH 2016**  
**FLSA: NON-EXEMPT**

## **MAINTENANCE SPECIALIST**

### **DEFINITION**

Under supervision, performs a variety of skilled and semi-skilled troubleshooting, maintenance, modification, and repair work in assigned maintenance operations areas such as parks, landscape and lighting, facilities, service center, traffic signals, and streets/drainage; maintains complex systems and performs specialized work on systems and facilities such as traffic signals, street lighting systems, irrigation systems, vehicle and equipment service and maintenance, pest and weed control, and electrical systems; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned Maintenance Supervisor. Exercises no direct supervision over staff. May provide technical and functional direction as needed.

### **CLASS CHARACTERISTICS**

This is the advanced-journey level of the field maintenance class series utilized in the City's Public Works Department. Incumbents are primarily responsible for performing skilled work in a specific area of expertise requiring special licenses and/or certification. Assignments may be department-wide or restricted to a specific facility, park, or section and incumbents may be assigned to both monitor and coordinate installation, maintenance, and repair work in their occupational specialty and to perform general trade and maintenance activities as a crew member under direction of a Maintenance Coordinator or Maintenance Supervisor. This class is distinguished from the Maintenance Coordinator in that the latter is responsible for coordinating public services maintenance projects and acts as lead person for field maintenance crews.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The work assignments of different positions may be modified or changed. Reasonable accommodations may be made so that qualified employees can perform the essential functions of the job.*

- Troubleshoots, maintains, and repairs complex systems and equipment in one or more areas of assignment such as irrigation systems, vehicles and heavy equipment, traffic signals, street lighting, street maintenance, electrical, mechanical, and plumbing systems, pool and filtration systems, weed and pest control, and landscaping and grounds.
- Maintains records of installation, maintenance, and repair orders to track activities ensuring work is documented and on file; prepares status reports for projects.
- Inventories and orders supplies, parts, equipment and materials for projects and programs including determining appropriate supplies and materials and locating vendors; maintains adequate supply levels and inventory controls.
- Inspects contractor's work and monitors underground utilities ensuring that work is in compliance with specifications, standards, and time lines.
- Inspects City facilities, grounds, infrastructure, equipment, and vehicles to ensure proper maintenance and safety standards are being met; takes or recommends corrective actions as necessary.

- Coordinates projects related to installation, maintenance, and repair work within area of assigned duties including planning and scheduling work and equipment; may provide project lead direction to staff in technical areas of assignment
- Responds to emergencies and call-outs as required; coordinates and monitors work of staff in areas of expertise to effect repairs and ensure the safety of the community.
- Operates specialized equipment and vehicles in areas of specialization such as boom truck, electrical testing devices, aerial platform, power tools, welder, vehicle diagnostic equipment, air compressor and spray truck.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Assists in preparing and monitoring project and program budgets including tracking expenditures and seeking quotes for services and capital equipment.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, tools, and materials for assigned maintenance operations areas such as parks, landscape and lighting, facilities, service center, traffic signals, and streets/drainage.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized public works maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic mathematics.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and basic software.
- Principles and procedures of record-keeping and reporting.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Perform skilled construction, modification, maintenance, and repair work on assigned municipal infrastructure, facilities, systems, and/or appurtenances.
- Operate specialized construction and maintenance, light to heavy vehicles and equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.

- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective 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 three (3) years of semi-skilled maintenance work experience.

**Licenses and Certifications:**

- Must possess and maintain a valid California class C driver's license and a satisfactory driving record.
- At the option of the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Additional requirements may include, but are not limited to:
  - California Commercial B Driver's License with tanker and airbrake endorsements.
  - National Institute for Automotive Service Excellence (ASE) certifications for brakes, tune-ups A-B, electrical and diagnostic.
  - Certified Pool Operators License (CPO).
  - International Municipal Signal Association (IMSA) Traffic Signals Level II Certification.
  - International Municipal Signal Association (IMSA) Signs and Markings Level II Certification.
  - International Municipal Signal Association (IMSA) Roadway Lighting Level I.
  - International Municipal Signal Association (IMSA) Traffic Safety Specialist and Traffic Safety Through Work Zones.
  - Journeyman Electrician Rating.
  - California Landscape Contractor's Association (CLCA) Landscape Technician Certification in Landscape Maintenance, Landscape Construction and/or Irrigation Installation.
  - Qualified Applicator's Certificate (QAC) with categories B – Landscape Maintenance, C – Right-of-Way, F – Aquatic, G – Regulatory.
  - Pacific Southwest Maintenance Management Certificate.
  - Master Water Auditor Certificate.
  - Backflow Prevention Tester Certificate.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; 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 fieldwork requiring frequent walking in operational areas 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 100 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. 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.