



# Senior Maintenance Worker

City of Kenmore

## SUMMARY

Performs a variety of unskilled, semi-skilled, and skilled maintenance and repair tasks within the Public Works Department. The position requires knowledge of landscape maintenance and operations, cleaning methods, procedures and techniques, and the ability to use hand tools, power tools, light duty vehicles, and heavy equipment. The Lead Maintenance Worker will spend a portion of time in supervisory related activities. The City has a team approach to its maintenance activities. While this position is primarily active in parks maintenance, the overall maintenance priorities will provide the opportunity to participate in streets, surface water, and facilities maintenance functions, as well as support for City events and other activities. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the division supervisor in planning and implementing the Department goals and objectives.
- Creates and implements monthly, weekly, and daily work plans and schedules for maintenance workers within the designated division.
- At the end of each week, produces a report of actual work performed for that week.
- Assists with managing contracts for a variety of maintenance services. Requests bids for and negotiates contracts. Closely monitors and supervises contract work on site. Keeps field notes and reviews and monitors contractors' work documentation.
- May initiate, develop, and supervise small capital projects to be performed by maintenance workers.
- Drives and operates vehicles and various heavy, medium, and light equipment. Operates and maintains a variety of equipment and hand and power tools; identifies and reports mechanical problems requiring additional repair. Operates dump, flatbed, and light duty trucks, snowplows, sanders, spreaders, front-end-loaders, backhoes, and other machinery to perform any operation within the capacity of machine to accomplish the required work.
- Performs all levels and forms of maintenance work.
- Uses power and hand tools in work to maintain, repair, and install street signs, shoulders, sidewalks, streets, and drainage systems. Operates power mowers, blowers, sweepers, edgers, hedge trimmers, clippers, sprayers, and other equipment or vehicles. Maintains, repairs, and inspects for safety all street and drainage equipment, vehicles, trailers, and other maintenance equipment.

- Utilizes proper safety precautions in all work performed; and recognizes and reports safety hazards, traffic problems, equipment problems and emergency situations. Completes work according to specific work orders.
- Performs semi-skilled and general labor in plumbing, electrical, mechanical, carpentry, painting, and concrete work.
- Interacts frequently with the public and volunteers.
- Frequently interacts and coordinates with personnel in other agencies (neighboring cities, special districts, King County, etc.).
- Serves in the on-call rotation and responds to emergencies in keeping with the City's on-call/emergency callout policy and procedure.
- Occasionally work evenings and weekends. May be called to work twelve- hour shifts in emergencies and snow removal events.
- Ensures team effectiveness and success in achieving division goals and objectives.
- Assigns and delegates tasks. Ensures division employees complete tasks assigned.
- Coaches, mentors, and trains division employees. Assists with annual performance evaluations of division employees.
- Assist with recruiting and hiring team members.
- Provide guidance and instruction in the proper and most efficient method of accomplishing tasks.
- Provide technical expertise and may perform some specialized tasks depending on individual expertise and abilities of crewmembers.
- Ensures maintenance crews have the necessary resources available to perform assigned tasks.
- Encourages the effective use of technology to improve operations.
- Proficiently performs work of division staff members. Maximizes work in the field with maintenance crew to complete work orders and service requests.
- Identifies and effectively resolves technical problems related to work assignments.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

## QUALIFICATIONS

### Knowledge & Skills:

- General principles of street, stormwater, sidewalk, parks, facilities, sign and marking maintenance and construction, including installation and repair.
- Customer service and problem-solving techniques.
- *Abilities*
- Lead and motivate division staff towards the accomplishment of its mission and goals as a service-oriented team.
- Manage project schedules and budgets. Creates project cost and time estimates.
- Assist with planning and developing scopes of work for volunteer projects and work directly with volunteer groups to execute projects.
- Read, interpret, and understand technical manuals, instructions, blueprints, as-built plans, sketches, other plans and diagrams, and records for street, drainage, parks, and facilities.

- Establish and maintain effective working relationships with coworkers, the public, contractors, vendors, and government agencies.
- Operate backhoes, loaders, excavators, dump trucks, flatbed trucks, light-duty trucks, compressors, pneumatic tools, paint equipment, power tools, hand tools, and other tools/equipment used in street, drainage, park, and facilities maintenance.
- Keep records accurately, neatly, and in an organized fashion. Prepares clear and concise reports as requested.
- Communicate effectively verbally and in writing.
- Provide excellent customer service to the community.
- Outside work requires operation of motorized vehicle to perform work.
- Must perform a variety of semi-skilled grounds, street, and facility maintenance tasks.
- Position will be subject to callback during emergencies on a 24-hour basis and may be required to work occasional evenings, weekends, or holidays during special events.
- Requires hearing and speaking to exchange information.
- Requires dexterity of hand and finger movement to operation keyboard and drafting materials, visual acuity at 20 inches or less, and hearing acuity for speech discrimination.
- Standing or walking for extended periods of time.
- Must be able to talk, receive, and understand written and oral communication and give written and oral instruction.
- Must be able to climb ladders and work from heights.
- Must be able to bend at the waist, kneel, and crouch.
- Must have the physical ability to lift a minimum of 50 lbs. and carry objects with both hands and arms.
- Must be able to perform moderately medium to heavy manual activities.
- Must have the ability to establish and maintain effective working relationships with other employees, elected officials, and the public.
- This position also requires the ability to occasionally calculate mathematics problems.

#### **Education and Experience:**

- The position typically requires a high school diploma and
- Five years' experience performing the duties of the division or closely related maintenance function required.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.
- Previous supervision experience and/or basic training in supervision desired.

#### **Licenses and Certificates**

- A Commercial Driver's License (CDL) CLASS B is required or must be obtained within the first twelve
- (12) months of employment.
- A Pesticide License is required or must be obtained within the first twelve (12) months of employment.
- Possession of a state flagging card within six (6) months of employment is required.
- A Playground Safety Certification is required or must be obtained within the first eighteen (18) months of employment (required for Parks division positions only).

- Must possess a valid Washington State Driver's license by date of hire and must have and maintain a good driving record by City standards.
- Will be required to serve on-call and respond to emergencies on a 24-hour basis.
- Special Requirements: Applicants will be subject to post-offer, pre-employment as well as ongoing (during employment) drug and alcohol tests and physical examinations. Applicants and employees will be required to comply with State and Federal Drug & Alcohol requirements for CDLs. Ability to obtain and maintain a current First Aid/CPR card. Ability to pass post-offer, pre-employment background checks, physical examination, and functional assessment tests.

#### **ADDITIONAL INFORMATION**

- Work Environment – Working conditions will vary depending upon the work assigned. Senior Maintenance Workers perform a substantial amount of work in the field but work in the office is also required. Duties are performed in both indoor and outdoor work environments at construction sites, facilities, right of ways, streets, and parks which will require exposure to varying weather and terrain conditions, noise, dust, mud, moving vehicles or machines, chemical cleaning agents, and toxic odors.
- Hours of Work – Maintenance crews typically work Monday through Friday 7:00 AM to 3:30. The position's specific schedule will be determined by the Department Director.

#### **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Public Works Operations**

**FLSA: Non-Exempt**

City of Kenmore

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