

CLASS SPECIFICATION

Senior Maintenance Technician

Code Number: _____

GENERAL PURPOSE

Under general supervision, performs a wide variety of skilled, journey-level tasks in the alteration, maintenance and repair of housing units, buildings, equipment, appliances, systems and facilities; inspects, diagnoses, adjusts, repairs and operates landscape irrigation systems; inspects, diagnoses, services and repairs household appliances; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Maintenance Technician is the advanced journey- level class in the Maintenance Technician series. Incumbents perform duties requiring journey-level skill in one or several of the standard building trades, including electrical, plumbing, landscape irrigation systems, HVAC and the repair of household appliances. Duties and assignments are carried out with considerable independence, requiring a high degree of initiative and judgment.

This class is distinguished from Maintenance Technician I/II in the skill level required by work assignments and the independence with which assignments are carried out.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Troubleshoots, diagnoses, maintains and performs journey-level repairs to gas and electrical household appliances; recommends the replacement of household appliances; installs household appliances, including ranges, refrigerators, dish washers and garbage disposals.

Troubleshoots, diagnoses, maintains, replaces and makes journey-level repairs to plumbing systems and appliances, including pipes, valves, drains and fixtures; packs faucets, wipes and flushes joints; cleans out drains and removes obstructions in water systems.

Troubleshoots, diagnoses, tests and repairs landscape irrigation systems; uses manual and computerized control systems to operate and adjust landscape irrigation systems; recommends, coordinates and inspects major irrigation system installation and repair work performed by contractors; monitors and coordinates weed and litter abatement work performed by contractors; monitors water use in irrigation systems and adjusts systems to meet the Commission's water conservation goals; monitors,

inspects and coordinates the activities of landscape maintenance contractors; advises and consults with other Commission staff regarding landscaping elements of capital improvement projects.

May be assigned to perform all of the duties of the Maintenance Technician II class.

Reads and interprets blueprints, drawings, specifications and manuals; estimates and requisitions materials and supplies for assigned projects.

Documents and reports unsafe conditions or necessary repairs.

OTHER DUTIES

May supervise the work of other maintenance personnel.

Inspects work performed by contractors.

Operates light-duty equipment; inspects and services equipment to maintain proper operating and safety requirements.

Operates small trucks and forklifts and performs utility duties such as loading, hauling and unloading of furniture, materials and supplies.

Makes oral and written reports of work done.

Completes basic records, such as work orders, time sheets, requisitions and accident reports.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods, materials, tools and equipment used in rough and finish carpentry, cabinetry and wood finishing; principles, methods, materials, tools and equipment used in the building construction and/or mechanical and electrical trades; shop mathematics; basic principles and techniques of water and wastewater supply and drainage plumbing using galvanized, copper, and PVC pipe; basic methods and materials used in concrete work, surface patching, and brick and masonry repair; surface preparation and application of paints appropriate to different internal and external surfaces; operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the fields of electrical, plumbing, carpentry and related building trades; safe work methods and safety regulations pertaining to the work.

Ability to:

Operate and maintain specialized tools used in electrical, carpentry, plumbing and related building trades; measure and calculate angles, lengths and volumes; understand and follow oral and written instructions; estimate necessary materials and equipment to complete assignments;

exercise independent judgment and initiative without close supervision; prepare basic records and reports; read and interpret manuals, specifications, drawings and blueprints; establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or GED equivalent and three years of journey-level experience in one of the major building construction and repair trades.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the Commission's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop math; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with tenants, Commission staff, other organizations and the public; deal with dissatisfied and/or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the e
quired to work in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is occasionally loud.