

**MAINTENANCE SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction, to assign, direct, inspect and participate in the work of crews involved in the construction, maintenance or repair of City streets, facilities, parks, water, and sewer systems; to inspect the work of projects in progress and at completion; to respond to citizen complaints and inquires; and to perform related work as required.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs skilled labor and specialized tasks related to area of assignment; provides technical direction to crews engaged in areas of assignment covering a wide variety of public works maintenance, repair or construction projects; plans, directs and participates in scheduling, coordinating and assigning various maintenance, construction and repair projects; determines work project priorities; trains assigned employees in their areas of work; monitors projects; reschedules work crews and makes adjustments to crew assignments as required to meet project goals; conducts on site reviews; inspects work in progress and at completion; verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; responds to public complaints and inquires; responds to emergency calls and service from contractors, utility companies and the general public; maintains records of work activities and time worked; interprets plans and specifications in order to lay out field work; operates various heavy equipment; maintains inventory of equipment and supplies required for assigned maintenance projects; estimates costs, time, materials and equipment for assigned projects; requisitions materials as required; inspects equipment for needed maintenance or repair and schedules work as needed; maintains accurate records of maintenance repairs and services; ensures adherence to safe work practices and procedures; puts together contracts for services as necessary; oversees the work of contracted maintenance services including inspecting work performed to ensure compliance with specifications; performs related duties and responsibilities as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a maintenance program related to area of work assigned.
- Principles of supervision and training.
- Methods and techniques of construction, maintenance and repair related to area of work assigned.
- Operational characteristics of construction and maintenance equipment and tools.

- Construction equipment operation techniques.
- Principles and practices of construction including carpentry, plumbing and electrical.
- Construction trades and related sub-trades.
- Disinfections and health department rules and regulations.
- Modern office procedures, methods and equipment including computers and applicable software applications.
- Mathematical principles.
- Occupational hazards and standard safety practices.
- Federal, State, and local laws, codes and regulations pertinent to area of assignment.

**Ability to:**

- Supervise, organize, inspect and review the work of lower level staff.
- Plan, coordinate and schedule assigned maintenance functions.
- Respond to requests and inquiries from the general public.
- Interpret and explain City policies and procedures.
- Estimate costs of construction, maintenance or repair projects.
- Maintain and update accurate records and files.
- Prepare clear and concise reports.
- Operate a variety of construction and maintenance tools and equipment in a safe and effective manner.
- Perform heavy manual labor.
- Read and interpret plans and specifications.
- Work independently and efficiently to carry out assignments.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

**Experience and Training Guidelines**

**Experience:** Four years of increasingly responsible experience in the installation, construction repair and maintenance of municipal facilities, streets, parks, water or sewer systems.

**Training:** Equivalent to the completion of the twelfth grade supplemented by specialized training in maintenance, construction or a related field.

**License or Certificate:**

- Possession of an appropriate, valid driver's license.
- Possession of a Flagging certificate may be required.
- Possession of a Class A or Class B driver's license with proper endorsements may be required depending on area of assignment.
- Possession of a Qualified Applicators Certificate may be required depending on area of assignment.

**Special Requirements:** Certain assignments may require appropriate certifications.

**WORKING CONDITIONS**

**Environmental Conditions:** Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases and inclement weather conditions; work in confined spaces, underground, on slippery or uneven surfaces and around heavy equipment.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for standing, walking, or sitting for prolonged periods of time; heavy, moderate or light lifting; operating motorized vehicles and equipment.