

City of Fort Worth, Texas Job Description

Classification Title	Senior Maintenance Worker		
Job Code:	ST5330	Job Family:	Service Trades
Pay Grade	504	Date Reviewed:	07/09/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs a variety of complex maintenance and construction tasks within an assigned department, division or work unit. Ensures work quality and adherence to established policies and procedures. Assists training and monitoring lower level employees.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs a variety of construction and maintenance activities in the completion of assigned divisional services and operations. Works with department crews as assigned by supervisory personnel in areas of water distribution or collection systems, irrigation installation, maintenance, and repair or equipment operation.
2. Identifies equipment needs for each assigned project. Transports and delivers heavy equipment from construction sites. Maintains equipment and monitor small crews at job-site.
3. Identifies construction, maintenance and repair needs for facilities and equipment. Performs identified work and reports maintenance and repair needs to appropriate supervisory staff. Performs preventive maintenance on equipment as assigned. Inspects equipment before use and completes daily operations reports and time sheets as assigned.
4. Performs water/wastewater functions, which include constructing and repairing water/wastewater mains, services, valves, manholes, vaults, fire hydrants and meters. Uncovers buried pipelines, cuts pipe, measures and installs new pipe.
5. Operates valves on water lines to isolate leaking sections. Repairs leaks or breaks in the distribution or collection system. Operates wastewater collection equipment to clear obstructions and replaces and repairs manholes.
6. Performs maintenance and repair of automatic and manual irrigation systems. Installs and expands new and existing irrigation systems.
7. Performs athletics maintenance and grounds keeping duties, which include mowing maintaining, measuring, lining and dragging turf fields: performing minor fence repair; applying pesticides and fertilizers; and, operating and maintaining power-driven equipment, i.e. tractors, large turf mowers, reel mowers, etc.

8. Performs golf course maintenance and grounds keeping duties, which includes trimming and planting trees, plants, and flowers. Applies pesticides and fertilizers, aerates and seeds greens; mows and maintains trees, fairways and surrounding areas; and, assists maintenance of irrigation system.
9. Assembles and disassembles traffic control pylons, barriers, and signs. Assists with traffic control activities as assigned.
10. Cleans debris from ditches, culverts and creek beds; collects and hauls trash, garbage, debris, dirt, sand and gravel; and, backfills jobs as required.
11. Cleans and maintains tools, vehicles and equipment. Completes strenuous repair, installation or construction activities.
12. Performs aviation duties, which include mowing and maintaining grass within the Aircraft Operations area, filling in ruts, grading soil, maintaining construction barricades, repairing or replacing taxiways, runways, windsocks, sign lights, electrical fences and facilities as needed. Paints pavement, applies herbicides and performs other related duties as assigned.
13. Performs construction, maintenance, and grounds keeping activities such as concrete work, truck driving, asphalt spreading and mowing.
14. Meets with crew leader and other supervisory personnel to determine job methods.
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Operation and maintenance requirements of power-driven equipment and a variety of manual tools.
 - Principles and practices of water/wastewater distribution or collection systems.
 - Principles and practices of irrigation systems.
 - Principles and practices of golf course maintenance and grounds keeping tasks.
 - Proper pesticide and fertilizer application, if applicable.
 - Basic methods and techniques of general construction, maintenance and repair related to the area of work assigned.
 - Occupational hazards and standard safety practices.
 - General departmental policies and regulations.
 - Proper techniques and uses of a variety of hand and power tools and machinery.
 - Pertinent federal, state and City laws, codes and regulations.
 - City requisition process.
- Skill in:
 - Operating assigned equipment.
 - Planning and prioritizing.
 - Observation and decision-making.
 - Organization and time management.

- Monitoring assigned activities and operations.
- Making sound decisions and using good judgment.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Maintain, install and repair irrigation systems as assigned.
 - Train lower-level personnel.
 - Maintain, install and repair water/wastewater collection and irrigation systems as assigned.
 - Perform a variety of golf course maintenance and grounds keeping tasks as assigned.
 - Perform a variety of skilled construction and maintenance tasks.
 - Perform strenuous manual labor tasks related to assigned responsibilities.
 - Operate various tools and heavy equipment.
 - Interpret and explain City policies and procedures.
 - Read drawings and schematics.
 - Prepare clear and concise reports.
 - Understand oral and written instructions.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

High School diploma/GED and three years of general maintenance and/or construction experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Possession of, or ability to obtain, an appropriate certification or license may be required depending on assignment

When assigned to Water Department/Field Operations Distribution Maintenance: minimum Texas Commission on Environmental Quality (TCEQ) Class D Water Distribution Operator license will be required within six months of hire.

When assigned to Water Department / Field Operations Division, Wastewater Collection System Maintenance or Wastewater Preventive Maintenance: a minimum TCEQ Type I Wastewater Collection System Operator license will be required within six months of hire.

When assigned to Parks and Community Services, possession of, or ability to obtain, an appropriate Texas Pesticide Applicator's License may be required.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

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

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.