

City of Dallas
Classification Specification

Title:	Senior Maintenance Worker	Class Code:	50052
Application:	Career Series	Pay Grade:	D
Supplemental/Code:	Service Maintenance/8	Established:	02/06/02
FLSA Status:	Non-exempt	Revised:	10/01/14

Position Purpose

Performs a variety of skilled difficult or complex maintenance tasks in field and ground maintenance; asphalt/paving repair and marking; climate control operation; parking meter repair, bench repair, and collection; traffic signs and marking; water system preventative maintenance and repair; and water meter testing and repair.

Essential Functions

1. Performs maintenance and repairs of grounds and facilities; repairs fences; picks up trash, debris and litter on grounds and facilities; operates mowing equipment to maintain grounds including watering, trimming and planting; applies herbicides and insecticides; drives vehicles to pick up and haul trash or to deliver supplies or workers; repairs concrete and asphalt by using air hammer for breaking up and hot or cold mix for repairing; paints; sweeps and cleans facilities used by the public; may assign, train, instruct, oversee lower level employees.
2. Provides skilled operation and maintenance of municipal building climate control equipment by monitoring the operating condition of large, heating, complex, cooling and ventilation systems by inspecting gauges and thermostats, performing visual inspections, and adjusting controls; operates climate control computer making routine adjustments; performs preventive maintenance on heating and air conditioning equipment; assists other trades staff during major maintenance or overhaul procedures; performs minor plumbing, painting, cleaning and repair work; maintains a log of operation and adjustment of equipment; inspects, repairs, and, replaces systems using wiring diagrams.
3. Counts daily collection of parking meter revenues and makes difficult repairs on parking meters when requested by other parking meter repairers; calculates total revenue collected and prepares bank deposits; assists with bi-weekly collection of parking lot fees for the Brewery and Deep Ellum; prepares collection equipment and materials for collection teams; calculates taxes on money collected; monitor inventory of supplies; and assists with dispatching of repairer/collection teams.
4. Directs and participates in the installation and maintenance of traffic signs and street markings; may lead, oversee traffic signs and marking crew; assigns work and transports crew to work location; determines required tools and materials and ensures availability; drives trucks and paint machines to job site; and trains lower level crew members.
5. Performs as lead worker to a small crew by assigning tasks, setting pace of work, and training in the visual inspection of pumping facility equipment including oil levels, valve position, switch gear instruments, annunciator panel, and pump drains; assists with minor maintenance such as repair or installation of locks, replacing machinery belts, doors or windows, repairing vehicles or tools, painting or mowing; operates vehicle; performs janitorial and custodial duties; and, assists with minor carpentry work.
6. Tests, repairs, changes and maintains large industrial, commercial, and customer city water meters by performing preventative maintenance; testing large water meters for accuracy; removing and installing new or repaired water meters; operates a portable gas detector to test for the presence of toxic gases; stamps new meters with inventory control numbers and prepares paperwork; produces reports on meter accuracy, daily activity and individual work orders.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Advanced knowledge of carpentry, plumbing, painting, mechanics, landscaping, specialized equipment and HVAC equipment.

May require knowledge, use, care of hand and power tools, such as jackhammer, cement mixer, and power auger.

May require knowledge of sign layout practices and surface preparation/adaptability of various surface materials.

May require knowledge of standard colors, configuration, and placement of lane markings and traffic signs.

May require knowledge of parking meter function and repair.

Ability to read and work with building blueprints and electrical schematics.

Ability to follow/give oral and written instructions and read charts and maintain written records.

Ability to train and instruct other workers.

Ability to perform math calculations.

Ability to perform a variety of manual labor for extended periods.

Ability to lift and work with heavy equipment.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

May require knowledge, use, care of hand and power tools, such as jackhammer, cement mixer, and power auger.

May require knowledge of sign layout practices and surface preparation/adaptability of various surface materials.

May require knowledge of standard colors, configuration, and placement of lane markings and traffic signs.

May require knowledge of parking meter function and repair.

May require a valid State of Texas Class "A" or "B" or "C" CDL license.

Working Conditions and Hazards

Requires extensive walking, carrying, dragging, holding, pulling, pushing, lifting, kneeling, bending, twisting body, walking, reaching, and squatting; may be required to lift up to 100 pounds.

Major activities are performed on level, slippery, sloping, unstable and uneven terrain.

Major activities are performed outdoors.

May be exposed to cold, heat, heights, constant noise, mechanical and electrical hazards, and fumes.

May be subject to possible injury around moving equipment and power machinery.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.