



<b>Job Title</b>	<b>Senior Skilled Maintenance Technician</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>12801</b>

**Class Specification – Senior Skilled Maintenance Technician**

<b>Summary Statement:</b>	
The purpose of this position is to lead, assign, review, and participate in the work of staff responsible for providing assigned skilled construction, maintenance, and repair services and activities; ensure work quality and adherence to established policies and procedures; and perform the more technical and complex tasks relative to assigned area of responsibility.	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Plan, prioritize, assign, lead, review, and participate in the work of staff responsible for providing assigned skilled maintenance services and activities including the design, construction, installation, alteration, maintenance, and repair of buildings, structures, devices, and systems; ensure work quality and adherence to City policies and approved work plans and designs; and serve as technical advisor as needed. Establish schedules and methods for providing assigned services; estimate time, materials, and equipment required for jobs assigned; requisition materials as required; identify resource needs; and review needs with appropriate management and supervisory staff.
25%	Perform the more technical and complex tasks of the work division; perform the full range of skilled maintenance and technical duties in support of assigned City department, division or program including the design, construction, installation, alteration, maintenance, and repair of buildings, structures, devices, and systems; as assigned, perform skilled carpentry, finished carpentry, electrical, electronic, plumbing, mechanical, HVAC, irrigation, and welding work; may require the operation of snow removal equipment; and perform related general maintenance duties as assigned.
20%	Participate in the development of policies and procedures; and make recommendations for changes and improvements to existing standards and procedures. Provide training to assigned staff; work with employees to correct deficiencies; and implement discipline procedures. Provide staff assistance to assigned supervisory staff; and prepare and present reports and other correspondence as appropriate and necessary.



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20%	Maintain logs and records on activities and operations; maintain records of work performed and future work assignments; and update as needed. Assist in coordinating assigned activities with those of other divisions, outside agencies and organizations, and the general public; and respond to and resolve difficult and sensitive citizen inquiries and complaints. May be required to remain on-call for emergency/disaster situations.
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<b>Competencies Required:</b>	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Equivalent to completion of the twelfth grade (high school diploma or GED) with additional specialized training appropriate to assigned field.	
Experience: Five years of full-time responsible skilled maintenance and/or technical experience related to area of assignment.	



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**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses. Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:** Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:** Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:** This job title has no budgetary responsibility.

**Physical Demands:** Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment and Outside
Extreme Temperature	Several Times per Month
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Week
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.



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**Specialized Computer Equipment and Software:** Microsoft office and Cartegraph.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: June 2015