

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6671 **TITLE:** SENIOR MAINTENANCE WORKER **GRADE:** S-13

DEFINITION:

Under general supervision, performs semi-skilled maintenance and/or construction tasks OR supervises a single crew engaged in basic maintenance, construction, and/or groundskeeping tasks; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Senior Maintenance Worker differs from the Maintenance Crew Chief in that the Senior Maintenance Worker either performs various semi-skilled maintenance and/or construction tasks OR supervises a single crew engaged in basic maintenance, construction, and/or groundskeeping tasks, whereas the Maintenance Crew Chief either leads a single crew in the performance of a broad range of semi-skilled maintenance and/or construction tasks OR supervises multiple crews engaged in basic maintenance, construction, and/or groundskeeping tasks.

The Senior Maintenance Worker differs from the Maintenance Worker in that the Senior Maintenance Worker performs semi-skilled maintenance and/or construction tasks OR supervises a single crew engaged in basic maintenance, construction, and/or groundskeeping tasks, whereas the Maintenance Worker performs routine, manual labor tasks.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Performs various semi-skilled tasks, to include specialized concrete and asphalt work (e.g., setting forms, finishing, etc.); general maintenance and repair of machinery; construction of culverts and catch basins; and adjusting manholes to proper height;

Inspects and approves work of Maintenance Workers;

Provides guidance and training to Maintenance Workers;

Assists customers using the homeowner's disposal facilities;

Ensures that all white goods are properly processed prior to recycling;

Assists with spill cleanup, onsite at the disposal facility as well as throughout the county;

Coordinates and oversees various activities associated with repair and maintenance projects (e.g., paving, repairing sanitary sewer lines, rodding, and pressure cleaning operations);

Estimates materials needed to perform tasks;

Requisitions materials;

Transports crew and equipment to work site;

Supervises crew in absence of Maintenance Crew Chief;

Supervises, inspects, and reviews work of a crew engaged in a variety of basic maintenance, construction and groundskeeping activities;

Supervises grass cutting, sodding, seeding, and fertilizing activities;

Supervises maintenance of playground equipment;

Supervises and participates in building walks, gutters, catch basins, and retaining walls, as well as concrete and asphalt paving projects;

Estimates material needed to perform assigned tasks and requisitions equipment and materials;
Completes daily and preventive maintenance reports;
Trains staff;
Implements safety procedures;
Participates in hiring and performance appraisal of assigned crew.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of and the ability to use methods, tools and equipment commonly used in maintenance, construction, and groundskeeping activities;
Ability to lead and/or supervise other employees in a variety of activities, maintain records, and prepare reports;
Ability to follow written and verbal instructions;
Ability to maintain effective working relationships with the public and fellow employees;
Ability to perform activities requiring manual dexterity;
Ability to work outside with regular exposure to severe weather, noxious fumes, high levels of dust, etc.;
Ability to perform medium to heavy manual labor.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to completion of the tenth grade; PLUS
Two years of experience in maintenance, construction, or a related field.

CERTIFICATES AND LICENSES REQUIRED:

Contingent on area of assignment, some positions require a Commercial Drivers License (license class is determined by the area to which the position is assigned).

REVISED: July 23, 2010
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