



Monterey Regional Waste Management District

Job Description

Position:	Senior Site Maintenance Worker	Bargaining Unit:	Operations Unit
Position Status:	Full-Time / Non Exempt	Reports to:	Site Maintenance Supervisor
Department:	Site Operations	Updated:	April 2015

DEFINITION

Under general supervision, to provide lead direction and coordination for other maintenance staff; to perform unskilled and semi-skilled maintenance, repair and construction work related to District grounds, and facilities; to perform the more difficult and specialized maintenance and construction assignments; to safely and skillfully operate the full scope of special equipment, trucks, and other motorized equipment for the more routine waste management operations; and to perform other job related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working and lead worker level in the Maintenance Worker Class series. Incumbents are expected to assist Maintenance Supervisors to ensure on-going, safe operations and maintain efficient workflow. They are assigned to perform heavy physical labor and perform the more difficult maintenance, repair, and construction assignments. Incumbents in this position are expected to work unusual shifts, weekends, evenings, holidays, and on standby status when required. Incumbents operate a variety of equipment utilized in the operation of a waste management site such as forklifts, roll-off trucks, loaders, sweepers, excavators, and water tank trucks. This class is distinguished from Maintenance Worker II by the fact that incumbents are expected to perform the full range of maintenance assignments, including the most skilled/specialized assignments and provide lead direction and work coordination for other maintenance staff.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.

- Ensure safe working environment
- Provide lead direction and work coordination of maintenance workers and laborers
- Maintain all site grounds and facilities
- Operate power equipment
- Drive District vehicles including heavy equipment

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides lead direction and work coordination for Maintenance Workers and Laborers.

EXAMPLES OF DUTIES

In a lead capacity, provides work direction and coordination for other maintenance staff; performs a variety of heavy physical labor and semi-skilled tasks in site maintenance/repairs and operations. Performs the more difficult and complex facility maintenance, maintains and repairs grounds, may perform basic electrical repair work; performs plumbing maintenance duties; performs rough concrete and asphalt work; uses a variety of hand tools and equipment; loads and unloads equipment and material; cuts brush; spots for and controls traffic during repair, maintenance, and construction assignments; operates power driven equipment such as a weedwackers, lawn mowers, chain saws, steam cleaners, and augers; operates a variety of basic motorized equipment including trucks, compactors, loaders, water trucks, backhoes, tractors, forklifts, cardboard balers, and other specialized equipment;

may be regularly assigned to operate a roll-off truck and/or water truck; learns to identify hazardous materials and determine proper storage and disposition; responds to emergency repair calls. Enforces safety policies/procedures that apply to the work they supervise; may provide basic job training and safety instruction to employees under their direction.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; ability to perform heavy physical labor; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing up to 75 pounds without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to safely operate equipment such as trucks and loaders.

TYPICAL WORKING CONDITIONS

Work is performed both indoors and outdoors in varying temperature, weather, and humidity conditions; work is performed in an environment with constant noise; exposure to grease and oils; exposure to moving equipment; exposure to electrical current; constant contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, tools, equipment, and materials used in maintenance, repair, and construction work at a solid waste management facility.
- Work safety methods and programs.
- Public works maintenance and repair work.
- Provisions of the California Vehicle Code relating to the operation of commercial vehicles.
- Principles of work coordination and work direction.
- Basic computer skills (Outlook, MS Word, Excel)

Ability to:

- Perform the full scope of unskilled and semi-skilled work in maintenance, operation, and construction assignments at a solid waste landfill site.
- Perform a wide range of the more specialized, skilled assignments including operate commercial vehicles and motorized public works equipment such as roll-off and water tank trucks, and related equipment.
- Skillfully use hand and power tools.
- Effectively direct and coordinate the work of other employees.
- Perform the duties of supervisor when supervisor is absent.
- Provide training and guidance to other employees.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Support the goals and objectives of the District and operation assigned.
- Maintain good public relations with those contacted during work assignments.
- Establish and maintain cooperative working relationship.
- Apply sound judgement in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District attendance standards.

Special Requirements:

- Possession of a current California Driver's License issued by the State Department of Motor Vehicles.
- Compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.

- Incumbent must obtain a California Class B, with appropriate endorsements, as determined by the District, within six months of employment.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of varied and responsible skilled work experience involving the maintenance and repair of a public works, buildings, grounds, and facilities comparable to that of a Maintenance Worker II with the Monterey Regional Waste Management District.

Possession of High School diploma or GED is required.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print