



Job Title	Senior Maintenance Technician	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	8	Job Code	12793

Class Specification – Senior Maintenance Technician

Summary Statement:	
The purpose of this position is to lead, assign, review, and participate in the work of staff responsible for performing semi-skilled maintenance and repair services and activities; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (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.
45%	Plans, prioritizes, assigns, leads, mentors, trains, reviews, and participates in work of staff responsible for performing semi-skilled maintenance activities.
5%	Performs and oversees installation of new equipment which meets all stated codes and governances.
15%	Performs the more technical and complex tasks for the work unit to include trouble shooting various systems (i.e. irrigation, lighting, equipment) by utilizing standard equipment for the type of system being analyzed.
5%	Maintains records for activities, operations, and inventory; and records type and quality of work completed correcting deficiencies as needed.
5%	Properly operates various types of hand and power tools to according to all safety guidelines.
5%	Establishes schedules and methods for providing assigned services; prepares daily, monthly and yearly work schedules; revises schedules as needed; identifies resource needs and reviews needs with appropriate management and supervisory staff.



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15%	Serves as liaison for other departments coordinating assigned activities with other divisions, outside agencies and organization, and the general public; and responds to and resolves difficult and sensitive citizen inquiries and complaints.
5%	May be required to remain on-call for emergency or disaster situations.

Competencies Required:	
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.	
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: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
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.	

Relevant Background and Formal Education: 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 the completion of the twelfth grade (high school diploma or GED) and additional specialized training related to this position.	
Experience: Five years of full-time responsible experience in a field related to assigned division.	

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Appropriate endorsements for work unit	Within 6 months of hire
Certifications required in accordance with standards established by departmental policy.	



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Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

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 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Several Times per Week
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Hand and power tools, dollies, forklift, vehicle and flatbed trailer, computer, copier printer, standard office equipment, and Cisco and Nextel phone systems.

Specialized Computer Equipment and Software: Microsoft Office.

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: July 2014