

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: SENIOR MAINTENANCE AIDE**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: VARIOUS**

**JOB CODE: 2702**  
**DATE: 02/08**

**JOB SUMMARY:**

Performs a variety of duties involving constructing, repairing, cleaning, and maintaining city streets, water and sewer systems, cemeteries, parks, and other facilities; may serve as a lead worker for a crew of maintenance aides, or perform plumbing, electrical, carpentry, welding, and other specialized work.

**ESSENTIAL JOB FUNCTIONS:** (All essential functions may not be performed by all incumbents.)

Performs grounds maintenance, which includes mowing lawns, raking leaves, weeding, trimming trees, and removing trash from parks.

Performs highly skilled mowing of golf greens, tees, and fairways.

Performs grounds maintenance work such as mowing, trimming, weeding gardens, irrigating lawns, raking leaves, fertilizing, shoveling, sweeping, and pruning trees.

Installs and removes banners and decorations.

Operates and maintains automatic irrigation system.

Performs various building maintenance tasks such as painting interiors and exteriors, repairing doors, etc.; sets up and takes down rooms and arranges furniture for meetings.

Performs basic and routine preventative maintenance on air conditioning systems, including greasing motors, changing filters, and replacing faulty electric motors.

Maintains, repairs, and inspects playgrounds.

Applies fertilizer as well as other turf and soil additives

Performs tree maintenance work, which includes pruning and cutting dead and diseased limbs and trees using aerial hoist bucket as necessary; plants trees.

Maintains recreation and playing fields, which includes drawing chalk lines, scarifying and dragging sanded areas, mowing and irrigating lawn areas, and removing rainwater; sets up public announcement equipment; sets up and takes down recreational program equipment.

Makes major and minor facility repairs to plumbing, hot water heaters, sump pumps, sewerage ejectors, chlorine pumps, pool equipment, sprinkler systems, and water treatment system components.

Performs plumbing, electrical, carpentry, painting, and welding activities.

Maintains manholes and catch basins, which includes replacing brickwork, damaged covers, and grates.

Maintains sanitary and storm sewer main lines under roadways, which includes removing obstructions and replacing damaged sections.

Responds to requests by the public to make repairs; sets up appropriate traffic control and warning devices.

Prepares ice rinks for use by general public in winter months by plowing small planes and flooding rinks; maintains ponds at parks.

Assists with plowing and removing snow from roadways, walkways, and airport runways during winter months; applies salt and/or sand to roadways to maintain public safety; may operate backhoe or loader to fill trucks with salt and/or sand for road application.

Picks up trash, glass, or other debris in roadways; cleans up roadkill.

May act as lead worker in assigning and directing work, training in on-the-job skills, and providing input for performance appraisals.

Installs new water service lines; replaces and installs hydrants; installs water mains; repairs breaks.

Cleans and repairs valve boxes; flushes hydrants; completes flow tests; responds to customer complaints; locates buried services.

Overtime is required of all positions within this class specification.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Snow and Ice Removal Tools and Equipment	Paint Machine	Riding Mowers
Custodial Tools and Equipment	Hydraulic Press	Plow Truck
Hand and Shop Power Tools	Front End Loader	Air Compressor
Chain Saw	Tri Plex Mowers	Bucket Truck
Fertilizer Spreaders	Pesticide Sprayers	Aerators
Cushman Type Utility Vehicles	Sodcutter	Topdresser

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

One year of experience in a semi-skilled labor or trades job; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Driver's License.

May be required to possess valid New Hampshire Class (C) or (B) Commercial Driver's License with passenger vehicle or air brake endorsement.

New Hampshire Pesticide Applicator License.

May be required to possess other specialized licensure or certifications according to requirements of position.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Turfgrass maintenance practices and growth habits of cool season turfgrasses found on golf courses.

Standard tools, methods, practices, and materials of one or more trades.

Tree removal and pruning techniques.

Automatic Irrigation System use and repair.

Operation of power equipment, light to medium automotive equipment, and other equipment related to assignment.

General construction and/or maintenance methods and practices.

Storm drainage methods and practices.

Park and grounds maintenance, and lawn and plant care.

**Skill in:**

Operation of required tools and equipment

Operation of chains saws and pole saws.

May be required to possess some skill in welding.

**Mental and Physical Abilities to:**

Take and follow directions from supervisor.

Perform strenuous and routine work.

Deal courteously and diplomatically with the general public.

Apply common sense understanding to carry out simple one- or two-step instructions.

Perform duties while standing, walking, bending, crouching, or stooping.

Frequently lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

**Working Conditions:**

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, and machinery with moving parts.

Work is performed outdoors, occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.