

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

### JOB TITLE: MAINTENANCE SPECIALIST (Job Code 583)

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#### GENERAL STATEMENT OF JOB

Under the general supervision of a departmental supervisor, performs routine maintenance and semi-skilled to skilled trades work in a variety of disciplines throughout city buildings, facilities, and grounds. Employees in this class have considerable trades work experience and possess a broad working knowledge in disciplines such as HVAC electrical, plumbing, carpentry, mechanical and construction, thus enabling incumbents to perform minor to moderate repairs in all areas. Complex repairs and those requiring strict adherence to established municipal and state regulatory codes are usually referred to licensed journeymen in the particular discipline. Work is reviewed through observation for adherence to oral instructions and established policies and procedures.

#### ESSENTIAL FUNCTIONS

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Performs semi-skilled plumbing work such as repairing lavatory facilities, water fountains, and ice machines.

Performs diagnosis/repair of problems related to appliance function including: stoves, dishwashers, and refrigerators.

Performs semi-skilled mechanical work such as installing sinks and garbage disposals.

Performs semi-skilled construction work such as hanging and finishing drywall, masonry tasks, and roof repair.

Performs semi-skilled electrical work in instances of minor repair.

Performs general maintenance tasks for buildings, facilities, and grounds, i.e., changing air conditioning filters, replacing doors and windows, pressure cleaning.

Performs HVAC mechanical tasks to include routine maintenance, troubleshooting HVAC systems and HVAC component repair/replacement.

Operates various manual and electrical tools in the performance of tasks (i.e., power saws, lathes, sanders), and drives city trucks in the transport of materials to and from work sites.

Estimates personnel and materials necessary to complete tasks, and maintains records of time and materials used.

Responds to city emergencies as directed.

Functions in an on-call capacity, assisting in other city departments as directed.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent; supplemented by minimum five (5) years trades work experience that provides considerable knowledge and experience in various disciplines of construction; or an equivalent combination of education, training, and experience. Must possess and maintain certification in HVAC/refrigeration from an accredited educational institution. Must possess and maintain a valid class "B" CDL.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20 – 50 pounds), and occasionally pushing/pulling very heavy (100+ pounds) items.

Date Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instruction, assignments, and/or directions.

Language Ability: Requires the ability to read standard English. Requires the ability to comprehend general construction terminology in a broad array of disciplines. Requires the ability to read blueprints and specifications.

Intelligence: Requires the ability to apply common sense understanding to performing semi-repetitive tasks and principles of rational systems.

Verbal Aptitude: Must communicate in standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for manipulating small items and hand tools.

Manual Dexterity: Requires the ability to operate various electrical and gas operated equipment. Must have excellent levels of eye/hand/foot coordination for operating equipment.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in receiving instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking; expressing or exchanging information by means of spoken words, hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the practices, processes, and materials and tools of the trades.

Knowledge of the occupational hazards and safety precautions of the trades.

Ability to operate manual and power hand tools, and other heavy equipment and machinery.

Ability to inspect equipment, supplies, and materials for quality, and to estimate time and materials for assigned projects.

Ability to read and interpret blueprints and sketches.

Ability to establish and maintain effective working relationship with supervisors, other employees, and the public.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date