

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: MAINTENANCE WORKER I (Job Code 581).

GENERAL STATEMENT OF JOB

Under the close supervision of a departmental supervisor performs unskilled and limited semi-skilled manual labor. Employees in this class generally work for the city in an entry level capacity. Position utilizes a variety of hand tools and equipment in performance of tasks, and may work in adverse environmental conditions depending on division of placement. Work is subject to inspection while in progress and upon completion.

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.

Utilizes various manual, gas, and electrical tools and equipment in the performance of assigned tasks, checking fluid levels regularly and maintaining such for safe and productive use.

Clears and repairs fencing, and performs minor maintenance and repair on city property as directed. Cleans debris and refuse from city property regularly and in response to emergency clean up orders. Assists skilled personnel in construction projects and cleanup as directed.

Maintains grounds, parks and medians.

May spray foliage, lawns, and sports fields and pest control

May cut and edge grass with hand tools and power operated machines

May plant trees and shrubbery to maintain landscaping throughout the City

May trim and fertilize trees, shrubby, lawns, and sports fields

May give general care to lawns and grounds; remove dirt, rubbish, weeds, leaves, and other refuse from grounds

May prune trees to eliminate hazards and preserve the beauty of trees on municipal property

May clean and care for public buildings and other municipal property; paint, sweep, mop, scrub floors, wash windows and walls

May take down, move, erect portable stage, benches, seats and chairs or equipment, as needed

May line playing fields, drag, water, weed, and maintain landscaped areas of sports fields

May repair and maintain playground equipment to keep in proper operating condition

Exercise care and safety in use of equipment and tools required to complete assigned tasks and knowledge of safety rules and regulations prescribed by the City

May be required to perform general maintenance such as painting, custodial duties and restroom cleaning as needed

Perform any assigned duty before, during and after a declared emergency. Performs related work as required and as directed

MINIMUM TRAINING AND EXPERIENCE

Work experience that provides some knowledge of various types of manual labor, or an equivalent combination of education, training, and experience. Must possess and maintain a Class "E" Driver's License. Must be able to obtain and maintain a Green Industries Best Management Practices certification within 12 months of hire. Must be able to obtain and maintain a Broward County Basic Tree Trimming Certificate within 12 months of hire.

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 (25-50 pounds), and occasionally very heavy (100+ pounds) items.

Data 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 giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority through spoken language.

Language Ability: Requires the ability to read standard English.

Intelligence: Requires the ability to apply common sense understanding to perform semi-repetitive tasks. Requires the ability to apply principles of influence.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

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.

Manual Dexterity: Requires the ability to lift heavy items. Must have high levels of eye/hand/foot coordination for performing aquatic activities.

Color Discrimination: May require the ability to differentiate between colors or shades of color

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and 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 are regularly performed with exposure to adverse environmental conditions.

Written Communication: Requires the ability to fill out basic reporting forms and take written notes

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of potential hazards of the materials and equipment used in building and ground maintenance.

Knowledge of occupational safety rules and practices

Ability to perform heavy manual tasks

Ability to follow oral and simple written directions

Ability to establish and maintain effective relationship with fellow employees and the public.

Skilled in the use of tools and maintenance equipment

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.

Employee Name and Signature

Date