



## Village of Palmetto Bay

### Position Description

**POSITION POSTING DATE:** FRIDAY, APRIL 3, 2015

**POSITION CLOSING DATE:** FRIDAY, APRIL 17, 2015

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

**POSITION TITLE:** Facilities Maintenance Worker I

**FUNCTIONAL AREA:** Department of Public Works

**PAY GRADE:** PG 14

**CURRENT PAY RANGE:** Min.: \$27,527.00 Annual/\$13.23 Hourly

Max.: \$44,043.00 Annual/\$21.17 Hourly

**CLASSIFICATION:** Full-Time; Non-Exempt

**APPROVED/UPDATED:** March 2011/ March 2015

**General Summary:** Performs janitorial, landscaping, and manual or semi-skilled maintenance work as needed for the interior and exterior of municipal buildings.

**Supervision Received and Exercised:** Works under the general direction and supervision of the Facilities Maintenance Supervisor. Position carries no supervisory duties.

**Required Machines, Equipment and/or Computers to be Used:** Regular use of vacuum cleaner, broom, mop, cleaning supplies and floor scrubber; may also require the use of an industrial vacuum cleaner, scrubbing and buffing machines. Employee will also be required to utilize hand and power tools and maintenance equipment when necessary.

#### **Essential Duties and Responsibilities**

- ◆ Services and cleans all building interior and exterior areas as required, including but not limited to vacuuming, mopping and waxing floors, dusting, wiping and polishing furniture & fixtures, windows, glass, washing walls, etc...
- ◆ Maintains landscaping, rakes leaves, mows grass, trims bushes and trees, removes debris, and performs seasonal tasks, including but not limited to treating, fertilizing and replanting trees, bushes, grass and all other landscaping when necessary.
- ◆ Performs semi-skilled tasks related to building maintenance, such as replacing LED light fixtures, painting, making minor plumbing repairs, painting, pressure cleaning, etc...
- ◆ Operates, cleans and maintains a variety of hand and power tools as directed.
- ◆ Promptly notifies the supervisor when needed repairs or additions to building operating systems are necessary.
- ◆ Secures the building at closing, strictly adhering to established procedures, by performing such tasks as locking doors, setting the building security alarm, checking electrical appliances to ensure that hazards are not created, etc...



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- ◆ Physically inspects work performed by outside Contractors.
- ◆ Inventories and requisitions supplies and equipment needed to perform the required tasks.
- ◆ Drives to and from various locations on a Village vehicle.
- ◆ May be required to work different shifts when needed and respond to emergency situations which may arise after hours, including evenings and weekends and may perform duties outside of the position's normal scope of work in the event of a declared emergency.
- ◆ Performs other related duties as required

### Minimum Qualifications

#### Education & Experience:

- ◆ A High School Diploma or a GED equivalent.
- ◆ Two (2) years prior commercial janitorial work experience.
- ◆ One (1) year of prior experience performing unskilled and semi-skilled building maintenance work.
- ◆ Prior experience in commercial and/or professional residential landscape work.
- ◆ A valid Florida Driver's License and an acceptable driving record for the past three (3) years at time of appointment and through the duration of employment in the position.

#### Other Required Competencies

- ◆ Must be fluent in the English language; Spanish is a plus.
- ◆ Must be able to work independently and multi-task.
- ◆ Ability to establish and maintain positive working relationships with the general public, co-workers and contractual staff.

#### Working Conditions and Physical Factors:

- ◆ Work is performed both indoors and outdoors with full exposure to the elements; may be exposed to chemicals, solvents, dust, grease/oil, fumes, vehicular traffic, vibration and noise.
- ◆ Must be able to work in damp conditions and crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, pull, reach, push, twist, move and climb ladders and work in sloping surfaces.
- ◆ Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.
- ◆ Must be able to grasp, drag, lift and carry items weighing 25 pounds or heavier.
- ◆ Must be able to hear clearly even in a noisy environment.
- ◆ Must have the manual dexterity to operate a variety of hand and power tools.
- ◆ Must have the ability to perform physical labor requiring strength and endurance.

**The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.**

**Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.**