Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**FRIDAY, OCTOBER 9, 2015**
POSITION CLOSING DATE:	**FRIDAY, OCTOBER 16, 2015***

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

POSITION TITLE:	Maintenance Worker
FUNCTIONAL AREA:	Public Services Department
PAY GRADE:	PG 16
PAY RANGE:	Min.: $15.15 Hourly/2,626.00 Monthly/$31,512.00 Annually
	Max.: $24.24 Hourly/54,201.60 Monthly/$50,419.20 Annually
CLASSIFICATION:	Full-Time; Non-Exempt
APPROVED/UPDATED:	8-2008 / 8-2015

General Summary

This position performs general landscape, building and equipment maintenance duties for all Village facilities, including parks and right-of-ways.

Supervision Received and Exercised

This position reports to the Facilities Maintenance Superintendent or a designee appointed by the Department Director. The position exercises no supervisory responsibilities.

Essential Duties and Responsibilities

- Mows, plants, digs, rakes, sprays, fertilizes and performs all other landscaping duties required to properly maintain public right-of-ways and Village facilities, including park grounds and ball field turf.
- Trims and prunes tree limbs & roots and hedges, pulls weeds and lays sod; digs and backfills trenches, ditches, foundations, holes for planting, etc...
- Services and cleans all building interior and exterior areas, including restrooms; work includes, but not limited, to vacuuming, mopping and waxing floors, dusting, wiping and polishing furniture & fixtures, windows, glass, washing walls, etc…
- Performs general repairs associated with building, equipment and landscape maintenance systems.
- Assists with Special Events, including setting-up and breaking-down for Village functions, when required.
- Pick-ups, delivers and unloads equipment, supplies, materials, and tools.
- Discards landscape and other debris at assigned dump site.
- Assists in performing safety inspections; identifies and reports unsafe conditions and/or potential safety hazards.
- Performs other maintenance tasks such as pressure cleaning, painting, wiping, etc…
- Adheres to and enforces safety rules and regulations at all times.
- May temporarily perform duties outside of normal scope and/or classification in the event of a declared emergency.
- Performs other related tasks as required.

Minimum Qualifications

Education & Experience

- High school diploma or equivalent.
- Minimum 1 year experience in landscape and/or turf maintenance.
- Prior experience performing minor, semi-skilled and unskilled building maintenance work.
- Must hold a valid motor vehicle operator's license; valid Florida CDL Florida Driver's License preferred.
- Valid Commercial or Public Applicator Restricted Use Pesticide (RUP) license issued by the Florida Department of Agriculture and Consumer Services, Bureau of Compliance Monitoring is required; or must be obtained within the first 6 months of employment at the applicant's expense.
- Must be fluent in English, both verbally and in writing.

Other Required Competencies

- Knowledge of landscape maintenance requirements and horticulture.
- Requires prior knowledge and familiarity with basic construction trade practices and experience using the tools and equipment generally required in landscape maintenance and installation, and general building maintenance, including power tools and riding mowers, power blowers, lawn edgers, hydraulic lifts, , pressure washer, etc…
- Knowledge of safety procedures.
- Ability to communicate courteously and professionally with peers and members of the general public.
- Ability to safely operate a Village maintenance vehicle and/or pick-up truck, tractor and riding mower.
- Ability to maintain equipment and make minor repairs as needed.
- Must be able to work a flexible schedule including evenings, weekends and holidays.

Working Conditions and Minimum Physical Requirements:

- Work is primarily performed outdoors in all climate conditions under exposure to sunlight, inclement weather conditions, noise, dust, etc…
- Position requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, crouching, sitting, standing, walking, climbing, reaching above and below the shoulders, lifting, pushing and carrying articles weighing up to 50 lbs.
- May work under damp conditions and walk on slippery and/or uneven surfaces.
- Requires the physical ability and sensory skills to operate a cash register and general office equipment, including a copier, computer, and telephone.
- May be exposed to chemicals, solvents, dust, grease/oil, fumes, vibration and noise.
- Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.
- Must be able to hear clearly even in a noisy environment.
- Must have the manual dexterity and ability to operate a variety of hand and power tools.

The minimum requirements may be waived by the Village Manager. 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.