Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**FRIDAY, AUGUST 29, 2014**
POSITION CLOSING DATE:	**FRIDAY, SEPTEMBER 12, 2014**

POSITION TITLE:	Parks Maintenance Worker- Part-Time
FUNCTIONAL AREA:	Parks & Recreation Department
SALARY RATE/GRADE:	Min. $15.38 – Max. $25.74; PG 5; This position is offered with no benefits.
CLASSIFICATION:	Non-Exempt; Part-Time (32 hours or less per week)
APPROVED/ UPDATED:	8-2008 / 1-2013

General Summary

Performs general maintenance duties for Village parks to include all landscaping, ball-field turf, park buildings, playground and other park equipment, park furniture and other amenities and minor repairs to the irrigation system, building components and other equipment.

Supervision Received and Exercised

This position reports to the Grounds/Facility Maintenance Supervisor 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 the park grounds, ball field turf, trees, shrubs, and gardens of all Village parks.
- Performs semi-skilled manual work to make minor repairs to the irrigation system, playground/ exercise equipment, park furniture, park buildings, etc… as needed.
- Assists with Special Events, including setting-up and breaking-down for Village functions.
- Assists in the training of Park Service Aides on maintenance tasks.
- Pick-ups, delivers and unloads park supplies.
- Discards landscape and other debris at assigned dump site.
- Assists in park 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 and park 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

- 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.

Required Skills and Abilities

- 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, a riding mower, tractor, 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.
- Ability to maintain equipment and make minor repairs as needed.
- Must be able to work a flexible schedule including some nights, weekends and holidays.

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.

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 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.