Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**FRIDAY, OCTOBER 30, 2015**
POSITION CLOSING DATE:	**FRIDAY, NOVEMBER 13, 2015**

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

POSITION TITLE:	Grounds Maintenance Worker
FUNCTIONAL AREA:	Department of Public Services
PAY GRADE:	PG 16
PAY RANGE:	Min.: $15.15 Hourly
	Max.: $24.24 Hourly
CLASSIFICATION:	Full-Time; Non-Exempt
APPROVED/UPDATED:	2003/ October 2015

General Summary: Assist the Department of Public Services in a wide range of manual work in construction, maintenance and repair of all public grounds within the Village limits. Performs both skilled and general duties involved in the maintenance and beautification of grounds and other landscaped areas.

Supervision Received and Exercised: Works under general supervision of the Field Operations Supervisor. The Grounds Maintenance Worker exercises no supervisory responsibility.

Essential Duties and Responsibilities

- Participates in grounds maintenance activities including planting, trimming and caring for scrubs, grasses, flowers and other decorative plants and watering, fertilizing, weeding and mowing of medians and right-of-ways
- Makes minor repairs and adjustments to grounds maintenance equipment
- Performs inspection and minor repairs of traffic signs, lights, fountains, and irrigation system on all public grounds within Village limits, and notifies proper personnel of major repairs
- Operates a variety of hand and power tools
- Physically inspects work performed by outside Contractors
- Cleans and maintains tools and equipment
- Selects and requisitions shrubs, grasses, plants, flowers, other decorative plants and gardening supplies from vendors as requested
- Performs any other public works related activities as directed by the Public Works Director such as repairing potholes and sidewalks and installation of signs
- May respond to inquiries from the public

Minimum Qualifications

Education & Experience

- A High School Diploma or a GED equivalent
- Two (2) years of responsible experience as a Maintenance Worker or similar position performing gardening and grounds maintenance work
- Valid and appropriate Florida driver's license and acceptable driving record at time of appointment and throughout employment in this position

- Incumbent must complete a background investigation and a drug screening test

Other Required Competencies

- Ability to operate equipment and machinery for the purpose of executing the tasks of the job
- Ability to understand and carry out oral and written directions independently.
- Must display effective oral communications.
- Must read and write at the level required for successful job performance.
- Able to exercise good judgment.
- Ability to establish and maintain positive working relationships with the general public and village maintenance contractors
- Must be a safe driver.
- Knowledge of safety precautions and practices necessary when working with hand and power equipment applicable to the area assigned.
- Familiarity with materials, tools and methods used in the area to which assigned and related equipment.
- Knowledge of methods of propagating, cultivating, pruning, and caring for plants, flowers, shrubs, trees and lawns
- Knowledge of plant diseases and pests common to the area and the methods used in their eradication and control.
- Ability to work different shifts and flexibility to work overtime and be on emergency call back when necessary.

Working Conditions and Physical Factors:

Work is performed primarily outdoors with full exposure to the elements. Incumbents perform physical labor requiring physical strength and endurance. Incumbents drive a vehicle on village business, may work under damp conditions and crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces and grasp, drag, lift and carry items weighing 75 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 25 pounds or less and may be exposed to chemicals, solvents, dust, grease/oil, fumes, vehicular traffic, vibration and noise. Incumbents must be able to meet the physical requirements of the position and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

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.