Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**MONDAY, JULY 25, 2016**
POSITION CLOSING DATE:	**FRIDAY, AUGUST 5, 2016**

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

POSITION TITLE:	Maintenance Technician
FUNCTIONAL AREA:	Public Services Department
PAY GRADE:	16
PAY RANGE:	Min.: $15.15 Hourly
	Max.: $24.24 Hourly
CLASSIFICATION:	Part-Time; Non-Exempt
APPROVED/UPDATED:	January 2015 / May 2016

General Summary

Responsible for the ongoing maintenance and repairs of park facilities and associated components, ensuring that structures and facilities are properly maintained in working order.

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 Job Functions:

- Performs a variety of ongoing and preventative maintenance duties.
- Repairs plumbing fixtures and clears plumbing lines.
- Replaces ceiling tiles.
- Installs/repairs cabinetry, crown molding, baseboards and other woodwork.
- Installs/repairs drywall and plaster.
- Repairs and/or replaces floor tiles and other flooring materials as required, including vinyl and wood/laminate.
- Replaces electrical receptacles and plates and installs/replaces lighting fixtures.
- Repairs/replaces locks, handles, windows and doors.
- Paints, and pressure cleans on an as needed basis.
- Makes minor repairs to playground/ exercise equipment and park furniture.
- Operates and performs minor repairs on hand held power and gardening tools; properly cleans and maintains tolls in accordance with the manufacturer's guidelines; keeps in safe location.
- Assists Supervisor in monitoring outside contractors and in maintaining applicable records and reports.
- Performs regular safety inspections to identify needed repairs and/or replacements.
- May assist in the preparation for special events and Village functions.
- Adheres to and enforces safety and park rules and regulations at all times.

- Responds to emergencies when required; may temporarily perform duties outside of normal scope and/or classification in the event of a declared emergency and/or disaster.
- Performs other related tasks as required.

Minimum Qualifications

Education & Experience

- High school diploma or equivalent.
- Two (2) years of prior semi-skilled maintenance and repair work experience as a helper to a journeyman; prior formal training or technical education preferred.
- Must hold a valid Florida Driver's License.

Other Required Competencies

- Knowledge of the tools and maintenance skills used in general building and grounds maintenance, including but not limited to hand tools, power tools, generators, pressure cleaners, jackhammers, hoists, and safety equipment.
- Ability to detect the need for needed repairs and knowledge of safety procedures.
- Ability to communicate effectively with peers and members of the public and interact in a professional manner; including tactful enforcement of all park rules and regulations.
- Ability to operate power tools, and heavy machinery/equipment and make minor repairs as needed.
- Ability to maintain records and work independently with minor supervision.
- Ability to follow oral and written instructions.

Physical Requirements

- Work is performed both indoors and outdoors in all climate conditions under full exposure to the elements, noise, dust, etc.
- Incumbents will perform physical labor requiring physical strength and endurance.
- Incumbents 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 plants, fertilizers, dust, odors, noise, chemicals, solvents, dust, grease/oil, fumes, vehicular traffic, vibration and noise.
- Requires the physical ability and sensory skills to operate basic construction/repair/power/hand tools.
- Must be able to hear clearly even in a noisy environment.
- May work under damp conditions and walk on slippery and/or uneven surfaces. 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. 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.