

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: MAINTENANCE WORKER I – PUBLIC WORKS (Job Code 581).

GENERAL STATEMENT OF JOB

Under the close supervision of a departmental supervisor performs unskilled and limited semi-skilled manual labor. Employees in this class generally work for the city in an entry level capacity. Position utilizes a variety of hand tools and equipment in performance of tasks, and may work in adverse environmental conditions depending on division of placement. Work is subject to inspection while in progress and upon completion.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Utilizes various manual, gas, and electrical tools and equipment in the performance of assigned tasks, checking fluid levels regularly and maintaining such for safe and productive use.

Performs minor repairs to city property around and within facilities, as directed.

Cleans, removes debris and refuse from city property, regularly or in response to emergency clean up orders.

Assists skilled personnel with repair and minor remodeling tasks and cleanup, as directed.

Assists skilled personnel with preventive and corrective maintenance tasks on existing assets, as directed.

Maintains facility grounds and adjacent areas clear of debris and trash.

Cleans and cares for public buildings and other municipal property; paints, sweeps, mops, vacuums, scrubs floors, cleans windows and walls, and collects and removes garbage and recycling.

Takes down, moves, or erects furniture, as needed.

Assists in moving furniture, boxes, equipment and files, as directed.

May take down, move, erect portable stage, benches, seats and chairs or equipment, as needed.

Provides access and observes the work of third-party vendors and contractors. May include third-party work performed on weekends.

Repairs and maintains facilities and equipment in proper operating condition.

Exercises care and safety in use of equipment and tools required to complete assigned tasks and knowledge of safety rules and regulations prescribed by the City.

Performs general painting applications.

Performs custodial duties.

Performs any assigned duty before, during and after a declared emergency.

MINIMUM TRAINING AND EXPERIENCE

Work experience that provides some knowledge of various types of manual labor, or an equivalent combination of education, training, and experience. Must possess and maintain a Class "E" Driver's License. Must be able to obtain and maintain a Forklift Certification within 12 months of hire. Must be able to obtain and maintain a Criminal Justice Information Services Level 1 Security Awareness certification within 6 months of hire.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (25-50 pounds), and occasionally very heavy (100+ pounds) items.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority through spoken language.

Language Ability: Requires the ability to read standard English.

Intelligence: Requires the ability to apply common sense understanding to perform semi- repetitive tasks. Requires the ability to apply principles of influence.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Requires the ability to lift heavy items. Must have high levels of eye/hand/foot coordination for performing aquatic activities.

Color Discrimination: May require the ability to differentiate between colors or shades of color

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with exposure to adverse environmental conditions.

Written Communication: Requires the ability to fill out basic reporting forms and take written notes

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of potential hazards of the materials and equipment used in building and ground maintenance.

Knowledge of occupational safety rules and practices

Ability to perform heavy manual tasks

Ability to follow oral and simple written directions

Ability to establish and maintain effective relationship with fellow employees and the public.

Skilled in the use of tools and maintenance equipment

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date