



TOWN OF SURFSIDE MAINTENANCE WORKER I

DEPARTMENT: PUBLIC WORKS

NON-EXEMPT

GENERAL DESCRIPTION:

General manual work in various ground laboring and other maintenance activities. Work is performed under direct supervision.

ESSENTIAL JOB FUNCTIONS:

1. Performs landscape maintenance.
2. Mows grassy right-of-way areas using small equipment. Edges, hedge trimmer, etc. Turns trees, bushes, and scrubs. May fertilize and treat grounds.
3. Picks up trash along road sides and other areas.
4. Performs preventative maintenance on various equipment.
5. Performs heavy manual labor such as: digging, lifting, spraying, sweeping, etc.
6. Operates cement mixer. Sets forms, pours, shovels and levels concrete.
7. Shovels and spreads asphalt.
8. May drive vehicles and operate light equipment occasionally.
9. May pick up garbage, yard trash, and recyclable materials for disposal.
10. Checks air conditioning, elevator, and water pumps for malfunctioning.
11. Works with the public.
12. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of general maintenance tasks and procedures.
- Knowledge of ground maintenance and installation and proper equipment.
- Ability to perform heavy manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Skill in operation and maintenance of equipment and tools related to the position.
- Good customer service skills

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma.
Some manual work experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Moderate to heavy (45 pounds and over) lifting and carrying.
- Walking.
- Standing.
- Stooping.
- Driving.
- Equipment operation.
- Bending and kneeling.

ENVIRONMENTAL CONDITIONS:

- Works out-of-doors in various weather conditions with: dust, dirt, noise.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 4/10/12

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

