



TOWN OF SURFSIDE MAINTENANCE WORKER II

DEPARTMENT: PUBLIC WORKS

NON-EXEMPT

GENERAL DESCRIPTION:

Under general supervision performs a variety of semi-skilled maintenance, repair, or construction activities of routine difficulty throughout the Town. Work is assigned verbally and in writing. Work is reviewed through observation and written reports.

ESSENTIAL JOB FUNCTIONS:

1. Performs electrical maintenance both inside and outside Town Buildings, parking lots and streets to include time clock maintenance, street lights and lights both inside and outside of building
2. Performs asphalt/concrete maintenance/cleaning of Town sidewalks, parking lots, streets, etc.
Performs plumbing maintenance of all Town Buildings and grounds to include sprinkler checks and repairs.
3. Performs building maintenance inside and out to include dry wall repair, spackle, paint, framework, tile, ceilings and doors.
4. Performs light carpentry duties.
5. Maintains landscape of all public property.
6. Maintains, repairs, installs street signs and other public signs and traffic calming devices.
7. Repairs meters as needed.
8. Washes Town vehicles as needed.
9. Works with the public.
10. 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 principle of electrical and plumbing principles and practices of maintenance and repair of same.
- Knowledge of landscape and building maintenance and repair and ability to perform maintenance.
- Basic plans reading knowledge.
- Ability to understand and carry out oral and written instructions.
- Ability to perform strenuous work under a variety of weather conditions.

- Ability to maintain physical condition commensurate with demands of the position.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Skill in the use of a variety of equipment and machines required in utility and street maintenance and building repair work.
- Good customer service skills.

EDUCATION AND EXPERIENCE:

High school diploma, GED, or equivalent certificate of competency; supplemented by two (2) years of experience in general construction, utilities maintenance, or related manual labor work; or an equivalent combination of training and experience.

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

LICENSES, CERTIFICATIONS, AND REGISTRATIONS:

Must possess a valid Florida Driver's License or may possess a Chauffeur's License depending upon the vehicle in use.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Moderate to heavy (over 15 pounds) lifting and carrying.
- Use of fingers, use of hands.
- Reaching, climbing, pulling, pushing.
- Walking, standing, kneeling, bending, crawling.
- Driving.

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions including: noise, dust, chemicals, solvents, grease or oils, electrical energy, slippery surfaces.
- Works above and below ground level, in water.
- Heights.

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

Revision History: 3/18/2008; 5/5/2008; 4/10/2012; 5/7/2015; 1/27/2021; 12/17/2021

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:  _____