



## **CLASSIFICATION DESCRIPTION**

**TITLE: MAINTENANCE WORKER**

**JOB CODE: 6 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to perform general maintenance, grounds keeping and custodial work in the assigned functional area. Employees in this classification function at journey level, and are responsible for accomplishing a daily routine of general and preventative maintenance tasks to provide employees and general public with an environmentally safe, attractive, comfortable, clean, and efficient public area. Employee is distinguished from that of the entry level position by knowledge and proficiency gained through experience. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs a variety of grounds maintenance tasks, e.g., edging, mowing, trimming, waste and litter removal, fertilizing, placing sod, raking, planting.
- Performs custodial tasks, i.e., emptying and cleaning waste receptacles; washing windows; dusting furniture; cleaning vents, fans, walls, changing light bulbs, cleaning air filters.
- May perform minor maintenance and repairs on structures, facilities, equipment and other City property in one or more of the skilled and semi-skilled disciplines, e.g., plumbing, masonry, carpentry, flooring, irrigation systems.
- May operated a wide variety of light equipment and machinery, e.g., automobile, pick up truck, fork lift, lawn mower.
- May utilize a wide variety of manual, gas and electric powered hand tools, e.g., hammer, shovel, rake, screw drivers, wrenches, digging bar, chainsaw, chemical sprayer leaf blowers, weed eaters, hedge trimmers, edger.
- Position performs a variety of labor intensive work which may include exposure to difficult working conditions, e.g., extreme heat or cold, fumes, chemicals.
- Cleans, maintains and adjusts tools, equipment and machinery, e.g., maintains fluids, performs general servicing and minor repairs.

- Participates in the set-up and removal of tables, chairs, stages etc. for daily meetings and classes.
- Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, i.e., fallen debris, spills, broken windows, broken locks.
- May be required to work late hours, weekends, and emergency response.
- Must be able to respond to emergency and after-hour calls on nights, weekends and holidays.
- Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to City policies.
- Responsible for ensuring all work and activities are performed safely and in accordance with City policies.
- Completes all required paperwork to include work orders and monthly reports.
- Must function in severe weather conditions and have the ability to respond to hazardous/risky situations and perform mitigation efforts in emergencies.
- Performs related duties as directed.

#### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED preferred; supplemented by demonstrated ability to fulfill the physical requirements of the work and two (2) years grounds keeping and/or general maintenance experience; or an equivalent combination of education, training, and experience.

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License. CDL preferred.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Ability to adhere to prescribed routines and practices.
- Considerable knowledge of and ability to utilize materials, methods and equipment used in lawn care and general maintenance work.
- Ability to carry out assignments with minimal instructions.
- Ability to establish and maintain effective working relationships with supervisors.
- Ability to work independently to carry out assignments to completion.
- Ability to perform duties with a professional and cooperative work ethic.
- Ability to climb, reach, bend, stoop, kneel, sit and stand for extended periods of time; ability to

lift up to 50 pounds.

- Ability to work at heights up to 12 feet.
- Ability to work in temperatures exceeding 100 degrees for extended periods of time
- Ability to with stand exposure to dust, mold, fiberglass and various chemicals.
- Ability to work flexible hour's necessary for the efficient operation of the department.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to push and/or pull over 100 pounds.
- While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, and toxic or caustic chemicals, work near moving mechanical parts, and risk of electrical shock.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.