

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Maintenance Services Worker I
DEPARTMENT: Public Works
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs entry-level technical or specialized work in the Public Works department. Performs semi-skilled and skilled work in one or more of the following fields: building maintenance, carpentry, painting, plumbing repairs, landscaping, lawn service, athletic field maintenance and installation and maintenance of irrigation systems. Assists in the installation, service, maintenance and/or repair of mechanical equipment, electrical devices and services, and park amenities. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 classification. 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.

- Maintains City owned property to include but not limited to parks, buildings, athletic fields, bus shelters and bus stops
- Operates equipment commonly used in maintenance, such as trucks, lifts, trailers, lawn equipment, arrow boards, forklifts, ladders, power tools, etc.
- Performs general landscaping duties including but not limited to trimming trees and shrubs, laying sod, and weeding
- Performs manual labor in the maintenance of parks and other landscaped grounds
- Performs general janitorial, painting, carpentry, plumbing, construction, landscaping, welding, locksmithing, facility and property repair and service, and other related duties
- Performs or assists with maintenance and/or repair of electronic controls, heating, ventilation and air conditioning, lighting, and protection and security systems
- Maintains daily logs
- Transports and sets up equipment for City functions
- Assists with maintenance and repair of irrigation systems
- Assists other Public Works divisions as needed
- Assists skilled tradesmen as necessary
- Performs related duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by a minimum of one (1) year of experience in the use of standard hand tools and the operation of light power driven equipment, trucks, and other vehicles; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida Class E driver license and a good driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of a variety of manual and semi-skilled maintenance techniques in performance of manual tasks and associated maintenance tools
- Skill in Microsoft Office products (Word and Outlook)
- Skill in providing good customer service
- Skill in the use of common hand tools and mechanical tools
- Ability to operate light equipment
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date