

CITY OF INDIAN HARBOUR BEACH

JOB DESCRIPTION

The City strives to maintain a Drug and Alcohol Free work place. Employees could be subject to the following types of testing: Pre-employment, Post-accident, Random and Reasonable Suspicion. The City participates in E-Verify. Employment is contingent upon passing a criminal and local background check.

JOB TITLE: MAINTENANCE SPECIALIST

DEPARTMENT: PUBLIC WORKS

GENERAL DESCRIPTION:

Semi-skilled and manual work in maintaining roads, drainage system, signs, landscaping/grounds, irrigation systems, trash collecting, ballfields and facilities.

ESSENTIAL JOB FUNCTIONS:

1. Maintains various grounds, fields and parks by performing mowing, weeding, tiling, raking, digging and other manual labor tasks.
2. Prepares fields for athletic activities such as lining and raking.
3. Performs repair and maintenance on the drainage system, clean ditches, canals, and repairs drain pipes.
4. Installs turf and seeds on fields, parks and other grounds.
5. Helps maintain equipment and facilities by performing manual labor and semi-skilled work.
6. Performs building maintenance functions including painting, carpentry, plumbing, etc.
7. Repairs and installs irrigation systems.
8. Operates vehicles. Performs preventative maintenance functions on the vehicles.
9. Performs street repairs such as filling potholes, minor repaving, etc.
10. Repairs and erects traffic, street and park signs.
11. **During a natural disaster or storm event, such as a hurricane or tsunami, report to work as required due to the Public Works Department is considered Essential Personnel.**
12. On occasion, may be required to work in sensitive locations.

(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, SKILLS AND ABILITIES:

1. Knowledge of landscape maintenance and turf installations.
2. Knowledge of tools and equipment to do related work.
3. Knowledge of grounds keeping practices and principles.
4. Knowledge of general building and street maintenance work.

5. Ability to perform heavy manual labor under various weather conditions.
6. Ability to follow written and verbal instructions.
7. Skill in the operation and preventative maintenance of equipment and related tools.

EDUCATION AND EXPERIENCE:

1. High school graduation or possession of an acceptable equivalency diploma.
2. Some maintenance/laboring experience.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

1. Must possess a valid Florida Driver's License.
2. Obtain Florida Stormwater Operator certificate within one (1) year of employment.

ESSENTIAL PHYSICAL SKILLS:

1. Moderate (15 to 44 pounds) lifting and carrying.
2. Acceptable eyesight (with or without correction).
3. Ability to communicate both orally and in writing.
4. Acceptable hearing (with or without hearing aid).
5. Walking, standing, kneeling, bending and stooping.
6. Driving.
7. Operating equipment.

ENVIRONMENTAL CONDITIONS:

1. Works outside in various weather conditions.
2. Below ground level.
3. Heights (up to 15 feet).

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

APPROVED BY:

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Todd Scaldo
Public Works Director

Date

X

John W. Coffey, ICMA-CM
City Manager

Date