

Part-time Fire Hydrant Inspector – Maintenance Specialist

FLSA Status:	Non-Exempt	Supervisor:	Public Works Director
Job Type:	Part-time	Supervision Given:	N/A
Department:	Public Works	Hiring Range:	\$16.60 - \$22.13 DOE
Pay Grade:	7	Application Deadline:	March 01, 2024

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.

GENERAL DESCRIPTION:

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

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. On occasion, may be required to work in sensitive locations.
12. Fire hydrant inspection and flushing.
13. Visually seeing that fire hydrants are accessible and free from obstruction. All vegetation, landscaping, and other obstructions are at least 3-feet away from hydrant.
14. Must be able to flush out fire hydrants until clear.
15. Must be able to check caps and gaskets inside caps for leaks.
16. Must be able to check threads and cap nuts for damage.
17. Must be able to check top operating stem is not worn and outlets caps are secured.
- 18. 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.**

(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.
9. Must be physically able to open and close fire hydrants and caps.

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.

To apply for this position, submit an application to Sue Frank, City Clerk/HR. Her email address is sfrank@indianharbour.org.