

City of Lake City, FL

Classification Description

Classification Title: MAINTENANCE WORKER
Department: GROUNDS AND FACILITIES

Pay Grade: 2
FLSA Status: Non-Exempt

General Description

This position requires semi-skilled and manual work in maintaining various grounds, fields and facilities.

Nature of Work

Essential Functions:

- Maintains various grounds, fields, cemeteries, and parks by performing mowing, weeding, tilling, raking, fertilizing, digging and other manual labor tasks.
- Prepares fields for athletic activities such as lining and raking.
- Installs turf and seeds on field, parks and other grounds. Maintains irrigation system.
- Maintains equipment and facilities by performing manual labor and semi-skilled work.
- Performs litter control functions; cleans restrooms; sets up picnic and other areas.
- Operates vehicles and medium to heavy equipment. Performs preventative maintenance functions on the vehicles and equipment.
- Makes written and oral reports.
- Informs and directs public in the use of facilities.
- Performs janitorial services.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers. Uses or repairs heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful,

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courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of facilities maintenance functions;
- Knowledge of landscape maintenance and turf installation;
- Knowledge of tools and equipment to do related work;
- Knowledge of grounds keeping practices and principles;
- Ability to operate light equipment;
- Ability to perform heavy manual labor under various weather conditions;
- Ability to follow written and verbal instructions; and
- Skill in the operation and preventative maintenance of equipment and related tools.

Minimum Qualifications: Must be a high school graduate or possession of an acceptable equivalency diploma (GED), and one (1) year of maintenance experience involving custodial activities. Must possess a valid Florida Driver's License and be able to attain a CDL license within 6 months of employment.

ESSENTIAL PHYSICAL SKILLS

- Heavy (45 pounds and over) lifting and carrying
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Walking
- Stand
- Kneeling
- Bending
- Driving
- Operating equipment
- Stooping

Environmental Conditions:

- Works outside in various weather conditions
- Works with chemicals (insecticides and herbicides)
- Works at heights (up to 15 feet)

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Signature

Date

Print Name