



JOB TITLE:	MAINTENANCE WORKER I Class #4003	PAY GRADE:	1 \$35,020 - \$52,530
DEPARTMENT:	PUBLIC WORKS	ROLE & LEVEL:	A1
REPORTS TO:	PUBLIC WORKS SUPERVISOR	FLSA STATUS:	Non-exempt

JOB SUMMARY:

Performs physical labor for the Town of Lauderdale-By-The-Sea (LBTS) to maintain the aesthetic appeal of the area and ensure it is free of hazards for both residents and visitors. This role involves a variety of landscaping and ground maintenance tasks on Town’s property and roadways, as well as janitorial duties. The work plan includes routine tasks, variable assignments, and special projects. The position also requires responding to traffic incidents and natural emergencies as needed.

Work is performed under close supervision, with limited opportunity for independent initiative and judgment.

EXAMPLES OF WORK PERFORMED:

The essential functions listed are typical examples of work performed by positions in this job classification. They are not intended to be an exhaustive list of all duties, tasks, and responsibilities. Specific duties may vary based on department or program needs without altering the general nature and scope of the job or level of responsibility. **Employees may also perform other duties as assigned.**

- Performs landscape maintenance of town parks and facilities; operates hand and hand-held power tools (e.g., pruning shears, tree trimmer, shovel, edger, lawnmower, and blower)
- Cuts grass on a routine schedule; weeds and mulches garden and tree beds as assigned; waters vegetation as needed
- Prunes and trims trees and shrubbery; observes and recommends to supervisor when trees and shrubbery are due for maintenance
- Performs right-of-way drainage ditch and gutter maintenance
- Removes debris from streets and sidewalks; maintains appearance and safety of beach-ends via operating a gas broom, blower, and/or shovel
- Performs routine janitorial maintenance including trash removal from public areas
- Replaces outdoor light bulbs in public areas
- Paints interior and exterior as budget dictates and/or need arises and per assignment
- Performs and/or participates in activities of routine difficulty in the maintenance of the Town’s sprinkler system
- Assists with the upkeep and maintenance of pavers; performs minor sidewalk and street repairs
- Assists with installation, repairs, and replacement of street signs, as assigned

MAINTENANCE WORKER I

Class #4003

JOB DESCRIPTION



- Assists in maintaining water, stormwater and wastewater collection systems; assists in locating lines as well as in repairing water line breaks and minor leaks
- Sets up and breaks down items for Town events; assists other departments in the transportation and/or relocation of large pieces of equipment and/or furniture
- Operates, in accordance with established safety procedures and guidelines, a telephone, and/or a two-way radio, some hazardous materials and/or chemicals, and a variety of handheld tools and equipment typically encountered in this line of work
- Maintains assigned Town equipment and vehicles per established guidelines; refuels, troubleshoots, and reports maintenance issues
- Serves as a first responder to public traffic incidents
- If assigned, to weekend or holiday hours, responds to calls for turn-ons and emergency repairs
- Interacts with the public (residents and visitors) in the course of daily work tasks

Supervision:

- None

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by one (1) year of experience in a maintenance position; or an equivalent combination of education, certification, training, and/or experience.

Must possess, or be able to obtain, a valid State of Florida Driver's License with an acceptable driving record.

FEMA/NIMS classes will be required according to your job, duties, and responsibilities.

PREFERRED QUALIFICATIONS:

Depending on the area of assignment, you must possess, or be able to obtain, the following certifications:

Green Industries Best Management Practices (GI-BMP), Tree Trimmer Coursework, Florida Department of Transportation, Temporary Traffic Control Basic (FDOT TTC Basic), Stormwater Operator Certification- Level 1 (Florida Stormwater Association), Excavation Safety Basic Awareness (Trenching and Shoring), Equipment Operation: Bucket Truck, Chainsaw Operator Safety, Skid Steer Operator

In addition to meeting the minimum qualifications outlined above, the individual must be able to perform all the essential functions to effectively execute this role.

MAINTENANCE WORKER I

Class #4003

JOB DESCRIPTION



KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of public works operations including parks and grounds
- Basic knowledge of building maintenance, including basic repair work
- Basic knowledge of occupational health and safety practices relevant to public works operations and the ability to comply with all procedures, standards, and regulations
- Skill in the use of hand and hand-held power tools
- Ability to work in public areas with a professional presentation and attitude
- Ability to perform strenuous work under a variety of weather conditions
- Ability to learn to use applicable department / organization specific software and applications
- Ability to perform routine safety checks of equipment, as required
- Ability to operate and perform routine maintenance of equipment, as required; this may include taking apart machines, equipment, or devices to remove and replace defective parts
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to follow oral and written instructions
- Ability to read and interpret work orders, policy and procedure manuals and other materials pertaining to the responsibilities of the job
- 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 the 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.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or 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.

MAINTENANCE WORKER I
Class #4003
JOB DESCRIPTION



SENSORY REQUIREMENTS

Certain tasks require manual dexterity, along with strong visual and auditory acuity. Additionally, some tasks may involve the ability to distinguish colors and accurately interpret visual cues or signals. Effective communication skills, both verbal and written are also essential for performing certain tasks.

Town Manager approval: _____

Date: _____

Public Works Director approval: _____

Date: _____

The job description does not constitute an employment agreement between the Town of Lauderdale-By-The-Sea and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Lauderdale-By-The-Sea is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, this organization provides reasonable accommodation to qualified individuals with disabilities and

MAINTENANCE WORKER I
Class #4003
JOB DESCRIPTION



encourages both prospective and current employees to discuss potential accommodations with the employer.

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

Employee Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date