



Town of Windermere Job Description

<u>JOB TITLE</u>	Maintenance Worker
<u>DEPARTMENT</u>	Public Works
<u>PAY CLASSIFICATION</u>	TBD
<u>GENERAL PURPOSE</u>	Performs routine and preventative maintenance and repair procedures on Town buildings, mechanical equipment, stormwater systems, streets, and parks.
<u>DIRECT REPORT</u>	Public Works Director
<u>ESSENTIAL JOB FUNCTIONS</u>	<p>Sweeps, rakes, picks up, and disposes of leaves, litter, and other debris; cleans drains, basins, and other facilities.</p> <p>Clears areas around facilities of weeds and brush</p> <p>Mows and performs general maintenance of parks, right of ways, and other ground covers</p> <p>Uses a variety of hand tools and power tools in the performance of work including mowers.</p> <p>Observes proper safety procedures and rules related to the use of tools and equipment.</p> <p>Maintains the work site in a safe condition.</p> <p>Assists others in performing labor duties, involving moving, lifting, and cleaning.</p> <p>Participates in the manual labor associated with operation, maintenance repair and construction of roadway system, including roadway; shoulder, and sidewalk operation.</p> <p>Participates in the manual labor associated with the operation, maintenance, repair, and construction of the storm drainage system.</p> <p>Performs traffic control as needed.</p>

Minor construction projects, carpentry, concrete, janitorial services.

Assists code enforcement of garbage, brush, trees, etc.

Knowledge of heavy equipment such as skid steer, tractors, and other related heavy machinery

Hours may vary dependent upon weather and special Town events.

Perform any other duties assigned by the Public Works Director or Town Manager

MINIMUM QUALIFICATIONS

Ability to multi task and meet deadlines with little or no supervision

Working knowledge of: use of common hand tools and power tools; arithmetic and common measurements.

Ability to understand and carry out verbal or written instructions, read labels, signs, maintain simple records and make verbal reports; perform maintenance work, including sufficient strength to lift and carry 50 pound bags; work where noxious plants and insects are present, and in a variety of weather conditions.

EDUCATION/EXPERIENCE

High School Diploma or GED

Any equivalent combination of education and experience may be substituted for the minimum qualifications

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid Florida Driver's License

PHYSICAL REQUIREMENTS

This position requires limited physical effort but may require the occasional lifting and/or moving up to 50lbs. Ability to sit and/or stand for extended periods of time, Visual acuity (with or without correction), manual dexterity, sufficient hearing (with or without correction) clear and precise verbal communication.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

December 30, 2011

I understand and acknowledge all duties listed above and agreed to meet and maintain such qualifications

Employee Signature

Date