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<b>JOB TITLE:</b>	MAINTENANCE WORKER I Class #4003	<b>PAY GRADE:</b>	<b>1</b> \$29,500 – \$45,000
<b>DEPARTMENT:</b>	PUBLIC WORKS	<b>ROLE &amp; LEVEL:</b>	A1
<b>REPORTS TO:</b>	PUBLIC WORKS SUPERVISOR	<b>FLSA STATUS:</b>	Non-exempt

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**JOB SUMMARY:**

Performs physical work for the Town of Lauderdale-By-The-Sea (LBTS) to maintain the aesthetic beauty and keep it free of hazards for residents and visitors. Work involves a variety of landscaping and grounds maintenance on the Town’s property and roadways; performs some janitorial work. Work plan is a combination of routine, variable, and special project tasks. Responds to traffic and natural emergencies as needed.

Work is performed under close supervision with minimal latitude in the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED:**

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing 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 shear, tree trimmer, shovel, edger, lawnmower, and blower)
- Cuts grass per 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**  
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**JOB DESCRIPTION**



- Assists in maintaining water, stormwater and wastewater collection systems; assists in locating lines as well as in repair of 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 to 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 area of assignment, 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 listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Basic knowledge of public works operations including parks and grounds

Created: listed on pay plan FY 2001/2002

Revised: 9/14/2020

Approved by Commission: 9/14/2020 Resolution 2020-35

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- Basic knowledge of building maintenance, including basic repair work
- Basic knowledge of occupational health and safety precautions relevant to public works operations and ability to comply with all procedures, standards and regulations related to such
- 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 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.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and in writing.

# **NOTICE**

**THIS IS A  
DRUG-FREE  
WORKPLACE**

**We test all applicants for  
illegal drug use.**



**IF YOU USE DRUGS, DON'T  
BOTHER TO APPLY!**

See our official written policy for full details. Refer questions to Personnel or your supervisor.