

**GENERAL MAINTENANCE WORKER I –  
PUBLIC WORKS  
JOB DESCRIPTION**



<b>JOB TITLE:</b> General Maintenance Worker I	<b>CLASSIFICATION:</b> Service/Maintenance	<b>IMMEDIATE SUPERVISOR:</b> General Maintenance Worker II/ Foreman/Superintendent
<b>PAY GRADE:</b> 106	<b>DEPT:</b> 4100 Public Works	<b>STATUS:</b> <u>FT</u> <u>PT</u> <b>EXEMPT</b> <u>NON-EXEMPT</u> <b>BARG UNIT</b> <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Performs a variety of unskilled and semi-skilled tasks in the maintenance, repair and operation of Village streets, sidewalks, drainage structures, buildings, grounds, open spaces and other rights-of-way.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs general road and bridge maintenance including but not limited to pavement patches, sidewalk repair and replacement, and earthwork associated with roadway maintenance.
- Performs street sign maintenance including installation and repair.
- Performs drainage maintenance and repair including cleaning storm sewers, removal of debris and brush from canals and ditches, canal bank maintenance, repair and maintenance of culverts and storm inlets, maintenance of swales, repair and maintenance of curbs and gutters.
- Performs building maintenance including painting, carpentry, roof repair (requiring work at high levels), minor electrical repair, plumbing and minor heating ventilation and air conditioning work.
- Assists in the construction of new facilities, including paving grading, drainage, rough and finished building construction work.
- Assists in repair and maintenance of street lights, which may include aerial work.
- Performs tree and turf cutting and maintenance.
- Performs mulching, weeding, edging and other outside field and vegetation maintenance.

**OTHER DUTIES:**

- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- High school diploma or equivalent, and
- Any related combination of training and experience.

### Knowledge, Skills and Abilities:

- Some knowledge of the principles, practices and techniques of building and grounds maintenance, or a related field.
- Some knowledge of the basic principles and practices of equipment and supplies used to perform minor repairs and various semi-skilled tasks.
- Some knowledge of safety hazards and applicable safety precautions.
- Ability to learn the methods and practices used in road repair.
- Ability to learn and use of common hand tools and mechanical equipment.
- Ability to perform in heavy manual labor for extended periods of time under varying weather conditions.
- Ability to understand, follow and implement oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees, and the general public.
- Ability to work independently and in groups and the ability to complete daily activities according to work schedules.

### **SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- CDL preferred, or ability to obtain one;

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand and walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds, occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

### **TOOLS & EQUIPMENT USED:**

Light trucks, tractors, dump body trucks, electric and gas powered tools, gradall, backhoe, and other associated equipment used in the public works structures, facilities and projects.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes or airborne particles, and vibration. The employee frequently works in high, precarious places, and regularly works near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference, DMV, and criminal background check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

**JOB DESCRIPTION HISTORY:**

Created: 10/1/88

Revised: 03/05/97

Revised: 08/25/00

Revised: 09/30/04

Revised: 11/05/08

Revised: 07/13/16