

**GENERAL MAINTENANCE WORKER II
PARKS AND RECREATION
JOB DESCRIPTION**



JOB TITLE: General Maintenance Worker II	CLASSIFICATION: Service/Maintenance	IMMEDIATE SUPERVISOR: Parks Superintendent, Park Supervisor
PAY GRADE: 109	DEPT: 7200	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: An advanced and/or lead position which performs a variety of unskilled and semi-skilled tasks in the maintenance, repair and operation of Village parks, including but not limited to all athletic facilities, buildings, playground equipment, turf and landscaping.

SUPERVISION EXERCISED: Some supervision performed; acts as crew chief in coordinating tasks of General Maintenance Workers I on specific projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs, assigns, and oversees all maintenance of parks, park equipment and grounds. Prepares and maintains all park facilities for athletic programs and public use.
- Performs sign maintenance including inspection, installation, and repair.
- Performs drainage maintenance and repair including cleaning storm sewers, removal of debris and brush from canals and ditches and canal bank maintenance.
- Performs building maintenance including painting, carpentry, roof repair (requiring work at high levels) and minor plumbing repairs and installations. Oversees, inspects, and assigns maintenance and cleaning of all park facilities
- Assists in the construction of new facilities.
- Operates all equipment in the department and inspects equipment for maintenance. Requests new equipment. Secures all equipment daily.
- Trains and enforces safety procedures and regulations. Reports any unsafe issues and makes suggestions to supervisor on training needs.
- Assists in determining most efficient manner of accomplishing assigned work.
- Assists Supervisor and or Superintendent with maintenance and service schedules; coordinates maintenance and repair of all Village vehicles and equipment.
- Supervises crew and directs them, coordinates with other crews, departments and contract vendors.
- For Specialty GMII positions in Spraying:
 - Maintain proper certifications. Determine proper chemical application for various conditions and areas within the Village. Make suggestions and give feedback on weed control and pest issues. Must attain within the first 18 months of hire, the

License for Public Pest Control and Public Applicator through the Dept of Agriculture and Consumer Services.

- For Specialty GMII positions in Irrigation:
 - Maintain up to date training and education in irrigation. Understand water flow, pipe fittings, connection and repair, maintenance of current system with upgrades, pump maintenance and repair, sprinkler head repair and or placement/replacement. Prefer a certification in Aquatic Facility Certification (AFO) from the National Recreation and Park Association or Pool/Spa Operator (CPO) or similar certification for interactive water features or ability to get one.

OTHER DUTIES:

- Makes operating decisions on-site in the absence of immediate supervisor.
- 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:

- Considerable knowledge of the principles, practices and techniques of building and grounds maintenance, or a related field.
- Considerable knowledge of the basic principles and practices of equipment and supplies used to perform minor repairs and various semi-skilled tasks.
- Considerable knowledge of safety hazards and applicable safety precautions.
- Skill in the use of common hand tools and mechanical equipment.
- Skill 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.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one by date of hire; No more than two moving violations within a 12 month period; No more than six violation points on your license within a 24 month period.
- CDL, or ability to obtain one.
- Certified Playground Inspector or ability to obtain certification
- For Irrigation and Spray specializations – Ability to complete class or course work in Irrigation; License for Public Pest Control and Public Applicator through the Dept of Agriculture and Consumer services within eighteen months of hire.

- Some experience in the operation and routine maintenance of moderately heavy equipment;
- Some experience in the construction field.

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:

Front-end loaders, trucks, tractors, graders, electric and gas powered tools, gradalls, backhoes, and other associated equipment used in the parks 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 check; job related tests and background testing may be required. The Village 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.

HISTORY:

Created 10-1-88

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