



The City Beautiful

City of Coral Gables Job Description

Job Title: Maintenance Worker II
Department: Public Works – R.O.W.
Classification: 3005
Pay grade: 11C

Prepared Date: 9/2013

Approved By:

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Summary

Performs manual work maintaining right-of-way facilities. Work is assigned and performed under the supervision of a Foreman, Equipment Operator or others, as assigned by supervisor.

Essential Duties and Responsibilities

Rakes and tamps asphalt material in connection with the paving and repair of asphalt surfaces.

Drives trucks including, but not limited to, lowboys, water tankers, and bucket trucks. Operates jackhammer, air compressor, pumps, concrete saw, compactor, and related equipment. Maintains and cleans equipment and work areas. Makes minor repairs to equipment.

Assists in setting forms and finishing concrete.

Lays brick and block in the constructing of inlets, manholes, meter vaults, walls and other structures.

Prunes, plants, and trims trees and shrubs along dedicated streets, alleys, easements and canal banks. Mixes and applies chemicals in connection with weed control. Swims under water to clean work boat propellers.

Assists with the preparation for special events.

Responds as required to emergencies such as hurricanes and other disasters.

Operates tools and equipment such as hand tools, minor power tools, and pressure cleaner.

Assists in overseeing the performance of temporary employees and contractors.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms to all safety rules which include wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of departmental policies and procedures, City personnel rules and regulations, etc. Must be proficient in detecting the need for repairs and performing minor sprinkler/plumbing repairs. Must be able to work with small parts requiring close vision and dexterity. Must be able to follow oral and written instructions. Ability to operate required equipment and vehicles. Ability to supervisor the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public.

Must be able to follow oral and written instructions. Ability to communicate effectively, establish and maintain effective working relationships with co-workers, management, City Officials and the public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone, radio and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English.

Work is performed both indoors and outdoors. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves as required. Must be able to lift, carry and or push articles weighing up to 50 lbs.

Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend and swim.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent.

Minimum one year experience in general maintenance repair work.

Valid Florida Driver's License with Class A CDL.

CDL requirement may be waived for up to 90 days but must be obtained by the end of the 90 days for continued employment.

A comparable amount of training or experience may be substituted for the high school diploma.