



The City Beautiful

City of Coral Gables Job Description

Job Title: Maintenance Worker P/T
Department: Public Works
Classification: 3003
Pay grade: \$15.00/hour
FLSA: Non-Exempt

Prepared Date: 08/2014

Approved By:
Elsa Jaramillo-Velez
Glenn Kephart
Carmen Olazabal



Summary

Performs manual work to support the department's maintenance functions. Work is assigned, reviewed by inspection, and performed under the supervision of a foreman.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Various tasks including but not limited to: painting, sweeping, digging and backfilling ditches, trenches and holes.

Operates the following tools and equipment: hand tools, small power tools, portable generator and pressure cleaner.

Performs utility locations for the department.

Assists journeymen as needed.

Assists survey crew as needed.

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

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 the methods, practices, tools and materials used in general maintenance and repair work. Ability to use tools and equipment necessary to do general maintenance work. Knowledge of departmental policies and procedures, City Personnel Rules and Regulations is necessary. 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.

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 6 months experience in general maintenance repair work.

Valid Florida Driver's License.