



The City Beautiful

City of Coral Gables Job Description

Job Title: Part-Time Maintenance Worker II – Sign Shop
Department: Parking
Classification: 9017
Pay grade: \$14.13/hour
FLSA: Non-Exempt

Prepared Date: 03/2015
Approved By: Elsa Jaramillo-Velez
Cathy Swanson-Rivenbark



Summary

Performs semi-skilled work maintaining parking equipment.

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.

Assists in the installation, repair and replacing signs, street markers and meter posts.

Assists in the painting of parking stalls.

Assists in the pouring of parkway buttons.

Sprays sign blanks.

Assists in cutting sign poles.

Assists in the pouring and making of bus benches.

Assists with the preparation for special events.

Operates concrete machines, core drill, paint striper, generator, jack hammer, pickup truck.

Performs other duties as required.

Knowledge, Skills, and Abilities

Knowledge of departmental policies and procedures, City Personnel Rules and Regulation, etc. is necessary. Able to work with small parts requiring close vision and dexterity. Able to follow oral and written instructions. Able to lift in excess of 50 pounds. Ability to perform strenuous duties for extended time periods. Ability to maintain courteous relations with coworkers and the public is necessary for this position. Ability to operate required

equipment and vehicles.

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, perform hand to fingers dexterity; handle, feel or operate objects; including hand tools, hand held power equipment and pick-up truck, read and understand English. Work is performed both indoors and outdoors for prolonged periods of time and is strenuous. Exposure to extreme temperatures, chemicals, dust, odors, and noise are common. Must be able to lift, carry and or push articles weighing up to 50 + lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

High School Diploma or equivalent.

One year of semi-skilled maintenance experience is required for this position. The incumbent must have a Class B CDL.

A comparable amount of training or experience may be substituted for the minimum education qualifications.