



The City Beautiful

City of Coral Gables Job Description

Job Title: Maintenance Worker I
Department: Parks and Recreation-Youth Center
Classification: 3004
Pay grade: 9C
FLSA: Non-Exempt

Prepared Date: 4/07
Approved By:
Approved By:

Summary

Unskilled manual work maintaining the Youth Center buildings and fields. Responsible for the daily safety inspections of the building, playgrounds, field, equipment, fitness center, etc. and ensures that unsafe conditions are immediately corrected.

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.

Performs building maintenance including daily inspection of field facilities for graffiti.

Maintains landscaping in and around Youth Center and fields.

Assists other recreation facilities with maintenance needs and checks on playgrounds in the City.

Cleans and disinfects all restrooms three times daily and checks restrooms hourly to ensure that proper sanitary conditions are maintained.

Picks up and disposes of all trash in and around the buildings and fields.

Cleans and organizes all Youth Center rooms as activities are completed.

Sets up Youth Center rooms and equipment as requested for activities and special events.

Maintains supplies and ensures that adequate stock is kept on hand in the supply room.

Cleans baseball dug outs, bleachers, and sidewalks.

Cleans Youth Center complex windows.

Operates pressure cleaner, vacuum cleaner, sidewalk/parking sweepers, drill, and saw.

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

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of departmental policies and procedures, City Personnel Rules and Regulations, etc. Knowledge of the tools and equipment used in landscape maintenance and general housekeeping. Proficient in detecting the need for repairs and performing light plumbing, mechanical and landscape repairs. Knowledge of safety procedures. Ability to understand and follow instructions. Ability to maintain courteous relations with co-workers and the public. Ability to operate hydraulic lift.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, perform hands to fingers dexterity, handle, feel or operate objects; including hand tools, hand held power equipment; read and understand English.

Work is performed outdoors for prolonged periods of time and is strenuous. Exposure to extreme temperatures, plants, fertilizers, odors, dust 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 of the job.

Minimum Education and Experience

High school diploma or equivalent preferred.

Some experience in general maintenance is required; landscaping knowledge helpful.

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