



The City Beautiful

City of Coral Gables Job Description

Job Title: Part-Time Maintenance Worker I
Department: Community Recreation/Parks & Rec. Div.
Classification: 9018
Pay grade:
FLSA: Part-Time

Prepared Date: 10/2014

Approved By:
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Summary

Performs unskilled work in landscape maintenance. Requires familiarity with basic trade practices in landscaping and landscape maintenance, as well as the ability to operate various hand tools. Work is assigned, reviewed by inspection, and performed under the direction of a supervisor.

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.

Trims and prunes tree limbs and roots. Mows turf, rakes, trims hedges, pulls weeds, and lays sod. Fertilizes, prunes and pots plants.

Loads, unloads and moves equipment, supplies, materials and tools. Moves and arranges furniture for City functions.

Digs and backfills trenches, ditches, foundations, holes for planting, etc.

Assists workers of higher classifications in installing and maintaining sprinkler systems.

Uses shovels, rakes, weed eater, gas powered blower, hand sprayer, lawn edger, hydraulic lift and other related equipment.

Performs tasks related to park maintenance projects such as mulching, planting, painting, repair of equipment, pressure cleaning and minor tasks such as drilling, sawing, and use of small tools for building or repairing equipment.

Performs tasks related to park maintenance: e.g. cleaning of restrooms, shelters, dugouts, and other facilities as directed; picking up and disposing of trash and litter; emptying of trash and litter receptacles; maintaining athletic field areas; cleaning and maintaining sidewalks, concrete pads and parking surfaces, etc. May be required to use a pressure cleaner or other cleaning tools to perform cleaning tasks.

Performs inspections of park and recreation equipment using the checklist provided by a supervisor.

Performs manual labor functions as directed by the Foreman or his/her designee.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the tools and equipment used in landscape maintenance. Knowledge of safety procedures. Ability to understand and follow instructions given in English. Ability to use hand tools and hand held power equipment. 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, 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 Education and Experience

High school diploma or equivalent.

Some experience in landscape maintenance and/or installation or construction manual labor.

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