



The City Beautiful

City of Coral Gables Job Description

Job Title: Maintenance Repair Worker
Department: Public Works
Classification: 3101
Pay grade: 14C
FLSA: Non-Exempt

Prepared Date: 11/2016
Approved By: HR/CM



Summary

Performs specialized semi-skilled maintenance repair work assisting journeymen in the maintenance of City facilities including: carpentry, painting, electricity, plumbing, and masonry. Grounds maintenance work is also performed. May be assigned to maintain sewer facilities and equipment. Uses considerable discretion in determining proper work methods under the general supervision 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.

Assists skilled workers in the performance of electrical, plumbing, carpentry, painting and masonry duties.

Changes light fixture lamps, replaces light fixture ballasts and performs basic electric wiring under the supervision of a journeyman electrician or a licensed electrician.

Performs a variety of general maintenance duties to include cutting plumbing pipes, assembling risers, digging trenches, replacing ceiling tiles, repairing door locks, repairing and replacing door closers, handles and doors. Also responsible for painting, repairing plumbing fixtures and general building repairs.

Performs preventative maintenance, detects problems and makes system operator repairs. Checks stations daily to ensure proper functioning. Monitors/inspects storm sewer stations.

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

Performs pest control duties, maintains fire extinguishers, and assists with the preparation for special events.

Paints, high water pressure cleans and water proofs City facilities.

Completes written activity summaries. Maintains records.

Cleans equipment and makes minor repairs. Maintains equipment inventory and uniform security. Operates tools and equipment such as hand tools, power tools, generator and pressure cleaner.

Cleans pump station buildings which includes sweeping, mopping, dusting, pressure cleaning, etc. Assists mechanics in pulling and replacing broken sump pumps when necessary.

Inspects and maintains vehicles, as specified by the department, ensuring good working order.

Oversees the work of Maintenance Workers and completes documentation through work orders.

Assists with the preparation of special events, including events scheduled outside of regularly scheduled shift hours.

Locates lines in conformance with policies and rules established by the assigned department.

Conforms and abides by all regulations, policies, work procedures, and instructions. Conforms with all safety rules, including but not limited to wearing and using all safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of departmental policies and procedures, City Personnel Rules and Regulation, etc. is necessary. The incumbent must be proficient in detecting the need for repairs and performing repairs. Knowledge of tools and maintenance used in general building, grounds and mechanical maintenance, including but not limited to pipe cutters, hand tools, power tools, generators, pressure cleaners, jack hammers, hoists and safety equipment. Ability to assist skilled workers in the performance of electrical, plumbing, carpentry, painting, sewer maintenance and repair, and masonry duties. Ability to drive a truck and operate mechanical and heavy equipment is required. Ability to follow oral and written instructions. Ability to maintain courteous relations with coworkers and the public. Ability to maintain records and work independently with minor supervision.

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 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 in a moderate to noisy environment and outdoors where exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Ability to work with small parts requiring close vision and dexterity. Must be able to lift, carry and or push articles weighing in excess of 50 lbs. and perform strenuous duties including working in tight spaces, entering into hazardous locations, climbing stairs, reaching above and below shoulders, walking and bending. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves.

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.

Two (2) years of semi-skilled maintenance and repair experience as a helper to a journeyman.

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

Valid Florida Driver's License and Class B CDL license. The CDL Class B requirement may be waived for up to 90 days at the discretion of the Department Head; but must be obtained within 90 days form hire date for continued employment.