



The City Beautiful

City of Coral Gables Job Description

Job Title: Maintenance Worker II
Department: Public Works
Classification: 3005
Pay grade: 11C
FLSA: Non-Exempt

Prepared Date: 2/06
Approved By:
Approved By:

Summary

Performs manual work maintaining facilities. May oversee the work performance of temporary employees and contractors. 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.

Performs repairs to plumbing system and fixtures. Repairs to include plumbing, carpentry, minor electrical and general maintenance repair items associated with building maintenance.

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

Operate tools and equipment such as hand tools, minor power tools, and pressure cleaner.

Installs, maintains and repairs sprinkler systems. Locates and repairs maintenance and electrical problems in electrical satellites.

Orders materials.

Organizes and maintains filing system.

Oversees the performance of temporary employees and contractors.

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

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of departmental policies and procedures, City personnel rules and regulations, etc. Must be proficient in detecting the need for repairs and performing plumbing repairs. Must be able to work with small parts requiring close vision and dexterity. Must be able to follow oral and written instructions. Ability to operate required equipment and vehicles. Ability to supervise the work of others in a manner

conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general 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 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. Must be able to work with small parts requiring close vision and dexterity.

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.

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 one year experience in general maintenance

Valid Florida driver's license with Class B CDL

CDL requirement may be waived for up to 90 days but must be obtained by the end of the 90 days for continued employment.

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