



The City Beautiful

City of Coral Gables Job Description

Job Title: Maintenance Worker II
Department: Public Works/Parking Division
Classification: 3005
Pay grade: 11C
FLSA: Non-exempt

Prepared Date: 06/2014

Approved By:
Elsa Jaramillo-Velez
Carmen Olazabal

Summary

Performs semi skilled work in the Parking Meter Maintenance and Collection Division. Work requires familiarity with basic trade practices in painting. 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.

Paints, straightens and stencils parking meter posts.

Collects coins from parking meters on prescribed routes. Unlocks meter box and funnels coins into money collection cart. Places cart onto three wheeled vehicle and delivers to parking money room.

Assists in the money room when needed to funnel coins into money counting machines and move coin bags.

Delivers materials to various City locations. Transports equipment to Automotive Department.

Assists parking meter mechanics when needed in the performance of light mechanical work.

Keeps daily records of work activity. Logs collection and or parking meter keys in and out.

Operates three-wheeled vehicle.

Uses hydraulic post straightener and various hand tools. Cuts and maintains stencils.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the maintenance of parking meter posts. Knowledge of coin collection procedures. Knowledge of the City's roadways and streets. Ability to keep records. Ability to operate a three-wheeled vehicle, use a hydraulic post straightener and various hand tools. Ability to follow a prescribed route. Ability to work without direct supervision. Ability to perform light mechanical work. Ability to handle money.

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; including three wheeled vehicle, read and write English. Work is performed both indoors and outdoors. Exposure to extreme temperatures 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

Minimum one (1) year experience in related semi-skilled maintenance work.

Must obtain drivers license endorsement required to operate a three-wheeled vehicle and successfully complete City's three-wheeled vehicle training program.

Valid Florida Driver's License