



## **Maintenance 1**

**Category:** Classified  
**Pay Grade:** C10  
**Job Code:** 13500

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs unskilled and limited semi-skilled manual labor work; performs light to heavy manual laboring tasks in a wide variety of construction and maintenance work.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Maintains grounds of County property, performing any combination of following tasks: sprays and trims foliage, clears brush, cuts and edges grass and weeds, assists in tree and bush planting;
- Removes rubbish and other refuse from grounds as well as replenishes restroom supplies and changes garbage and trash containers;
- Repairs and cleans buildings, walks, tables, floors, fireplaces, utility installations, tools, and equipment;
- Maintains swimming and beach areas, roads, trails, and playgrounds;
- Assists field crews and craft workers in a variety of tasks, mixes concrete, and assists automotive equipment operators in routine maintenance of equipment;
- Clears, digs ditches, assembles sand bags, and builds retaining walls;
- Installs traffic devices, erects barricades, tacks down reflectors, and assists in patching roads;
- Removes, installs, and repairs various types of water pipes, working in trenches or excavations;
- Performs work in manholes and lift stations and assists in maintaining valves, installing water meters, and making taps;
- Paints and greases fire hydrants;
- Sets up and operates sewer cleaning equipment, cement mixers, pumps, compressors, generators, and compactors;
- Loads and unloads heavy materials from trucks and vans and moves or aids in moving heavy boxes, equipment, and larger or bulky objects;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Completion of the ninth school grade; or six (6) months of experience as a laborer, groundskeeping, or field trades related work; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to obtain a Commercial Driver's License within 1 year of employment or employment may be terminated.

- Appointment to this classification may be made by the Appointing Authority without regard to any existing eligible register.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Maintenance 2) within the same organization or department.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of basic tools used in maintenance and construction work;
- Ability to operate simple machinery, pumps, generators, and compressors;
- Ability to do heavy manual labor for extended periods, occasionally in adverse weather conditions;
- Ability to use or repair small, medium, and heavy equipment and machinery.

**PHYSICAL/MENTAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.