



Maintenance 2

Category: Classified
Pay Grade: C12
Job Code: 13510

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 manual, semi-skilled labor work in the construction, maintenance, and repair of County properties, facilities, and public works or utilities projects.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Participates in routine to advanced maintenance and repair duties and may occasionally act as lead worker;
- Maintains required documents (written or electronic) of maintenance activities;
- Performs semi-skilled tasks in one or more of the skilled trades and may assist higher level maintenance workers in accomplishing skilled trade projects;
- May be required to operate a variety of field vehicles;
- Installs and repairs large water or sewer pipes working in trenches or excavations, performing heavy pipe-laying duties, and installs and repairs valves, fire hydrants, and water meters;
- Performs work in manholes and lift stations;
- Sets up and operates sewer cleaning equipment, pumps, compressors, and generators;
- Controls the movement of vehicular traffic through construction projects using sign and hand signals;
- Erects and dismantles wood and sheet steel shoring;
- Inspects, repairs, and maintains various vehicles and equipment;
- Maintains supplies and materials on vehicle;
- Tests and maintains causeway operations equipment for proper operation;
- Performs recordkeeping duties as required;
- Prepares payroll records for supervisor's review and approval;
- Operates mechanical cleaning equipment and light construction equipment and sets up and operates pumps, compressors, and generators;
- Lubricates, services, and makes routine inspections and repairs on vehicles and may be required to operate various automotive vehicles, trucks, and tractors;
- Coordinates the activities of volunteer personnel as needed within the section or department;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

One (1) year of general construction, maintenance, repair work, or park site operations; 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 Park/Preserve Maintenance Worker or Utilities Maintenance Worker) within the same organization or department.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of tools, methods and materials used in general maintenance work;
- Knowledge of methods and tools used in rough carpentry and cement work;
- Ability to recognize safety hazards and take precautionary methods to protect self and others;
- Ability to meet the public, give information regarding facilities and regulations, and provide for the safety of visitors;
- Ability to read basic drawings, blueprints, and diagrams;
- Ability to do heavy manual labor for extended periods, occasionally in adverse weather conditions;
- Ability to use small office equipment, computers, and highly technical computer applications;
- Ability to use or repair small, medium, and heavy equipment and machinery.

PHYSICAL/MENTAL DEMANDS

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

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **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.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **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 a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.