



## Maintenance Worker – Roads & Streets

EEO Class Code: Laborers & Helpers

Union Status: Unclassified

FLSA Code: Non-Exempt

# The Town of Pembroke Park Job Description

**Department:** Public Services

**Supervises:** None

**Position Reports To:** Roads & Streets Crew Leader

**Sworn:** No

### Job Specifications

#### NATURE OF WORK

Under the supervision of the Roads & Streets Crew Leader, performs semi-skilled work in connection with the maintenance and operation of roads and streets in a safe, effective, and efficient manner to protect public health and safety. Performs a variety of tasks involving above-average physical effort, and operation of power tools and equipment requiring some manipulative skills and the ability to work without constant supervision once tasks are learned. Work is performed under close or moderate supervision of the Roads & Streets Crew Leader and is reviewed while in progress and upon completion through direct observation to ensure accuracy and completeness.

#### ILLUSTRATIVE TASKS

Tasks required of those in the position of Maintenance Worker – Roads and Streets include but are not limited to:

- Perform routine grounds maintenance activities such as mowing and edging lawns, weeding, planting, and trimming hedges.
- Perform trash collection.
- Repair potholes, irrigation, end caps of medians.
- Low voltage lightbulb replacement.
- Ensure that Town vehicles and equipment are operational, maintained and routinely inspected.
- Prepare, install, and remove Town holiday decorations.
- Participate in Town event setup and breakdown support as needed. On-call status is expected during these times and events.
- Conduct traffic control while performing work (MOT).

- Conduct striping of blacktop and parking areas.
- Attend regular safety meetings.
- Layout, plant, trim, weed, fertilize, and apply mulch to flower and landscape beds.
- Clean graffiti from Town streets and structures.
- Clean sidewalks, awnings, and Town buildings.
- Ensure that Town facilities are locked and secure.
- Set up chairs, tables, and other equipment for Town activities as needed.
- Perform removal and compacting earth with shovels, clearing debris, picking up litter, and carrying tools and equipment.
- Ensures the beatification of all public areas within the Town, including the main corridors.
- Collect recyclable materials from commercial and residential waste receptacles.
- Pick-up and dispose of dead animals as are applicable.
- Load and unload materials on trucks; transport employees, materials, tools and/or equipment to and from appropriate locations.
- Ensure availability of needed materials and supplies.
- Visually check equipment and report maintenance or repair problems at the beginning and the end of the workday, assuring equipment is properly equipped, serviced, and cleaned.
- Perform installation and maintenance of irrigation systems, equipment, and related components.
- Perform custodial and general maintenance work for the Town's utility facilities and grounds as is applicable.
- Any/all assigned duties and responsibilities related to Roads & Streets maintenance work.
- This position is considered an essential employee during natural disasters or emergencies. On-call status is to be expected during these times.
- Must provide support to other public work crews, division, or departments as needed.
- Must always carry work phone and ensure it is operational.
- Perform other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Employees in the position of Maintenance Worker – Roads and Streets should have:

- Knowledge of equipment, materials, and tools used in construction, grounds maintenance, utilities, or routine painting work.
- Knowledge of basic electricity.
- Knowledge of proper safety practices, procedures and regulations application to work being performed.
- Knowledge of the equipment, methods and materials used in ground maintenance.
- Knowledge of the proper methods and procedures used in cleaning work areas and equipment.
- Skill in the use and care of tools, equipment, and materials.
- Skill in establishing and maintaining good working relationships with other Town employees and the public.

- Ability to take oral and/or written instructions.
- Knowledge in management of best practices in use of pesticide, herbicides, and fertilizer.

## **MINIMUM REQUIREMENTS**

- Valid Florida Driver's License.
- A High School Diploma or the equivalent.
- Proficiency in the English language.
- Florida CDL Class B.
- OSHA Certification preferred.
- Pesticides Certification preferred.
- One (1) year of experience in construction, landscaping, or a related field.
- An equivalent combination of education and experience may be considered.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, grasping, talking, and hearing.
- Must be able to perform heavy work exerting up to 50 pounds of force to move objects.
- Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, and to read and prepare records.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Work within a confined area.
- The employee is subject to working inside and outside environments including extreme hot and cold weather.
- The employee may be subject to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime for special town events, projects, activities and emergencies.