

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Maintenance Worker
FUNCTIONAL AREA: Cross Departmental

WORK OBJECTIVE:

Under direct supervision, the purpose of the position is to provide organization, sanitation, and general maintenance in the assigned area of the assigned Department. Employees in this classification perform general and preventative maintenance work. Position is responsible for the cleanliness and maintenance of supplies in the assigned areas.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Organizes the set up and break down for work areas, break rooms and classrooms throughout the building.
- Maintains fields and courts; sets up fields; paints facilities; mows grass, and inspects parks for repairs.
- Relocates and organizes furniture, fixtures and equipment as required by departmental functions.
- Maintains a safe and clean working environment and provides for the general upkeep for the assigned areas.
- Organizes and restocks products and supplies through weekly inventories.
- Performs cleaning tasks and preventive maintenance according to assigned schedules or as directed.
- Utilizes various cleaning agents, mixing such according to label instructions and product specifications, and using in accordance with prescribed safety precautions and directions.
- Utilizes various custodial and general maintenance equipment.
- Performs various routine and minor facilities improvement tasks, e.g., painting, minor repairs.
- Performs routine grounds maintenance tasks, e.g., lawn mowing, tree and hedge trimming, edging.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED preferred; supplemented by demonstrated ability to fulfill the physical requirements of the work; or an equivalent combination of education, training, and experience.

Maintenance Worker

Knowledge, Skills, & Abilities –

Ability to understand and follow written and oral instructions.

Ability to perform routine maintenance and custodial tasks with limited supervision.

Ability to read and write English.

Ability to operate various basic tools and grounds keeping equipment, e.g., hammer, screwdriver, wrench, saw, lawn mower, edger, chainsaw, blower.

Some positions may require the ability to operate City vehicles and some heavy equipment, e.g., forklift, tractor, trucks.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (80+ pounds).

ENVIRONMENTAL REQUIREMENTS:

Some work is performed in usual office conditions with some exposure to disagreeable environmental factors, e.g., cleaning chemicals/fumes, mild temperature variations, dust. Almost all work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around vehicle/equipment and lawn maintenance equipment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.