



## TOWN OF SURFSIDE MAINTENANCE WORKER II

**DEPARTMENT:** PARKS AND RECREATION

NON-EXEMPT

### **GENERAL DESCRIPTION:**

Under general supervision performs a variety of semi-skilled maintenance, repair, or construction activities or routine difficulty throughout the Parks and Recreation facilities. Work is assigned verbally and in writing. Work is reviewed through observation and written reports.

### **ESSENTIAL JOB FUNCTIONS:**

1. Performs building maintenance inside and outside to include dry wall repair, spackle, paint, framework, tile cleaning and doors.
2. Performs plumbing maintenance in all parks and recreation facilities as needed.
3. Performs light carpentry duties.
4. Washes town vehicles as needed.
5. Performs basic electrical maintenance in all parks and recreation buildings as needed.
6. Operates Town Machinery and equipment as needed.
7. Picks up trash along road sides and other areas.
8. Performs preventative maintenance on various equipment and emergency repairs as needed.
9. Performs heavy manual labor such as: digging, lifting, spraying, etc.
10. Operates cement mixer, sets, forms, pours, shovel and level concrete.
11. May drive vehicles and operate light equipment occasionally.
12. May shovel and spread asphalt.
13. Assists in maintaining sprinkler system.
14. Picks up garbage, yard trash, and recyclable materials for disposal.
15. Checks buoys, beach towers, ropes, showers, etc.
16. Works with the public as directed.
17. Performs custodial duties as needed.
18. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

### **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of electrical and plumbing principles and practices of maintenance and repair of same.
- Knowledge of landscape and building maintenance and repair and ability to perform maintenance.
- Ability to understand and carry out oral and written instructions.
- Ability to perform strenuous work under a variety of weather conditions.
- Ability to maintain physical condition commensurate with demands of the position.
- Ability to establish and maintain effective relationships with co-workers and the general public.
- Skill in the use of a variety of equipment and machines required in utility and street maintenance and building repair work.
- Good customer service skills.

**EDUCATION AND EXPERIENCE:**

High school diploma, GED, or equivalent certificate of competency; supplemented by two (2) years of experience in general construction, utilities maintenance, or related manual labor work; or an equivalent combination of training and experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Moderate to heavy (over 15 pounds) lifting and carrying.
- Use of fingers, use of hands.
- Reaching, climbing, pulling, pushing.
- Walking standing, kneeling, bending, crawling.
- Driving.

**ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions including: noise, dust, dirt, chemicals, solvents, grease, or oils, electrical energy, slippery surfaces.
- Works above and below ground level, in water.
- Heights

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)


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Revision History: 3/18/2008; 5/5/2008; 4/10/2012; 11/28/2023

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature:

A handwritten signature in blue ink, consisting of several fluid, connected strokes. The signature is positioned above a horizontal line that serves as a baseline for the signature.