

## Town of Fort Myers Beach Job Description

**Position:** Maintenance Worker 1 – Part-time

**Department:** Public Works

### POSITION SUMMARY

The Beach Maintenance Worker under the direct supervision of the Town's Beach Team Leader, performing manual, semiskilled, and skilled labor associated with assigned operations including, but not limited to: designee for the general maintenance of streets, roadways, canals, storm water system, beach accesses and town owned facilities. This position is also required to work during pre and post disaster events.

### ESSENTIAL JOB FUNCTIONS

- Performs general repair and maintenance work on Town buildings, equipment, grounds, and related facilities within an assigned Town division; performs semi-skilled and manual work involving grounds maintenance, parks/recreational facility maintenance, aquatic facility maintenance, aquatic control, beach maintenance, Mooring Field Maintenance, road/bridge maintenance, roadside maintenance, traffic operations, road sign installation, water utilities maintenance, building maintenance, plumbing maintenance, custodial maintenance, or other projects within the assigned division; assists skilled-trade employees or other workers as needed.
- Performs various tasks involving grounds maintenance or landscaping projects; mows grass; edges landscaped areas, public areas, parking lots, sidewalks, and fence lines; plants and maintains trees, shrubs, and flowers; waters flowers, grass, and landscaped areas; weeds flower beds; trims trees, hedges, and shrubs; cuts down trees and tree limbs; grinds stumps; installs/lays sod; aerates, seeds, fertilizes, and waters grounds; applies herbicides and pesticides; spreads pine straw, mulch, and other grounds materials; rakes and disposes of grass clippings, brush, and other materials; blows leaves/debris from walkways; picks up and disposes of debris/litter from grounds and parking lots; empties trash containers; removes dead animals from grounds or roadways; hauls garbage, tree limbs, and vegetation to landfill or other designated location; digs holes/trenches and shovels materials.
- Performs various tasks involving maintenance of parks, athletic fields, and recreational facilities as needed; drags, grooms, and top dresses ball fields; spreads clay in ball fields; measures, marks, lays out, and paints playing fields and lines according to specifications; installs, repairs, or adjusts pitching rubbers, home plates, and bases; maintains tennis, basketball, and bocce courts; replaces and repairs tennis nets and volleyball nets; installs and repairs tennis wind screens; repairs playground equipment; maintains boat launching ramps and boat docks; maintains playground and recreational equipment; repairs gates and fences; assembles and repairs bleachers, benches, and picnic tables; sets timers for lights and irrigation systems; sweeps and blows out dugouts; removes debris from fields, grounds, and lake.
- Performs various tasks involving aquatic control and maintenance of beaches, canals, or ditches; trims palm trees; rakes beach sand; cleans lakes and canals; mixes chemicals for application of aquatic herbicides and pesticides; loads chemicals; calibrates and maintains spray pumps;

cuts/removes weeds, grass, cattails, or other vegetation around lake; controls vegetation in drainage system for maximum drainage; picks up and removes dead fish and animals.

- Performs various tasks involving road/bridge maintenance or roadside maintenance projects; patches potholes in road surfaces; repairs roads, bridges, and rights-of-way with asphalt and lime rock; installs, repairs, replaces, and cleans out drainage pipes; creates and maintains roadside ditches/swales; builds, installs, and repairs catch basins, curbs, sidewalks, and bike paths; cuts driveways; repairs and maintains guardrails; paints guardrails, bridges, barricades, and road striping; repairs high-pressure hoses; clears/mows right-of-way, roadside ditches, shoulders, and medians; performs vegetation control tasks; cleans/sweeps intersections, roadways, sidewalks, bike paths, and other areas; picks up and disposes of accident debris, dead animals, litter, and other debris; reports hazardous roadway conditions.
- Performs various tasks involving traffic operations and road sign installation projects; programs traffic data recorders; sets up sensors/counters and road tubes, and secures in roadway; installs, maintains, and repairs roadway signs, barricades, and roadway markings; reports traffic signal problems; assists in constructing signs; maintains current inventory of existing signs; trims brush from road signs or work areas; reports and/or removes roadway hazards.
- Performs various tasks involving building maintenance projects; performs light construction projects; pressure-washes exterior walls and other areas; paints interior/exterior surfaces and equipment; performs masonry work; welds/mends broken or worn parts; replaces batteries, light bulbs, and ballasts; maintains heating, ventilation, and air conditioning (HVAC) systems; troubleshoots HVAC leaks or other problems; cleans condenser coils and replaces filters/belts.
- Performs various tasks involving plumbing maintenance/repair projects; troubleshoots, maintains, and repairs irrigation systems and minor plumbing problems; repairs broken pipes; replaces or adjusts irrigation system sprinkler heads; turns valves and pumps on/off.
- Performs various tasks involving custodial maintenance projects; sweeps, vacuums, mops, strips, and/or waxes floor surfaces; cleans, deodorizes and disinfects bathrooms and locker rooms; replenishes soap and paper products; empties trash cans, recycling containers, and ash urns; carries/transportes trash to dumpster or other designated trash receptacle; cleans light fixtures; removes graffiti from walls, walkways, or other surfaces.
- Performs general/manual tasks associated with division projects; sets up safe work zones at work sites, places traffic cones/signs, and conducts traffic control as needed; sharpens blades and replaces parts; climbs ladders; sets up or arranges equipment for special events/activities; lifts/moves furniture, equipment, and heavy materials; assists with cleanup following hurricanes, storms, or emergency situations.
- Operates a variety of machinery, equipment, and tools associated with division projects, which may include a utility truck/vehicle, trailer, golf cart, Kubota utility vehicle, bucket lift, backhoe, front end loader, bobcat, forklift, airboat, all-terrain vehicle, boat, aircraft tug, lavatory cart, tractor, side-arm mower, riding mower, pushing mower, weed eater, edger, blower, hedge trimmer, sod cutter, chipper, sweeper, air conditioner, motors, pumps, air compressor, generator, jackhammer, pressure washer, pool water filter, pool vacuum, grinder, drill, drill press, saw, circular saw, chain saw, concrete saw, cement mixer, welder, chalk machine, sprayer, hand

compactor, stump grinder, vacuum cleaner, charger, data converter, shovel, rake, pick, machete, post hole digger, level, ladder, gauges, meters, measuring devices, carpentry tools, plumbing tools, electrician tools, painting tools, mechanic tools, power tools, hand tools, or two-way radio.

- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, greasing equipment, washing/cleaning equipment, cleaning project work areas, or cleaning shop; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Transports, loads, and unloads equipment and materials used in projects; transports crew workers to/from work sites.
- Monitors inventory levels of supplies and materials; ensures availability of adequate supplies, tools, and materials to conduct work activities; initiates requests for new/replacement materials.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Prepares or completes various forms, reports, correspondence, daily activity logs, inspection forms, purchase requisitions, work orders, maintenance records, charts, fuel quality records, time cards, leave requests, or other documents.
- Receives various forms, reports, correspondence, lists, schedules, work orders, delivery receipts, service/maintenance schedules, maintenance records, traffic count data, traffic studies, operational manuals, material safety data sheets, diagrams, blueprints, maps, policies, procedures, regulations, standards, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Ability to operate a computer as necessary to complete essential functions, to include the use of word processing, spreadsheet, desktop publishing, traffic count system, e mail, or other computer programs.
- Communicates with supervisor, other divisions, employees, contractors, utility companies, vendors/suppliers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Performs other duties of this position or related positions as may become necessary or as directed by the Maintenance Leader, Public Works Director or his/her designee.

(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 duties as required.)

#### **OTHER JOB FUNCTIONS**

- Assist with upkeep of Town facilities. Maintenance of Town Hall and water utility facilities; and any Town owned or maintained facility.
- Operates, maintains and performs minor repairs of beach cleaning equipment.
- Assist with pump out of Mooring Field Patrons and operations of Mooring Field including driving a boat/vessel and coordinate with the Upland Service Provider.
- Identifies and notifies supervisor of problems on the beach, parks, streets and facilities.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High school diploma or GED; supplemented by a minimum of five (5) years' experience that demonstrates extensive knowledge of street, building and environmental maintenance
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

**Note: Some positions may require specific licenses/certifications such as a CDL either at entry or within a specified time of starting the job.**

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Ability to safely operate motorized tools, manual tools, and light equipment such as lawn mowers, weed eater, saws, drills, augers, tillers, compactors and emergency generators.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Ability to read and follow written, diagram and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Knowledge of the techniques and procedures used in streets, grounds, and facility repair and maintenance.
- Knowledge of occupational safety rules and practices.
- Knowledge of signage regulations and applications.
- Knowledge of proper care and maintenance of native vegetation.
- Ability to work in high traffic areas and deep trenches
- Ability to work in various weather conditions
- Ability to prepare documents, including inventory records, timesheets, material lists and other related documents.
- Ability to read and understand equipment manuals and adhere to recommended safety procedures

## **WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS**

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal/wildlife attacks.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.

- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*