



City of Lake Helen

Job Description

Position Title: General Maintenance Worker
Category: Non-Exempt
Pay Classification: 102

MAJOR FUNCTION: Semi-skilled manual work in various ground and other maintenance activities. Work is performed under the direct supervision of the Public Works Superintendent and/or Crew Leader.

ILLUSTRATIVE DUTIES:

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- Helps perform all functions of the Public Works Department.
- Performs preventative maintenance on various equipment.
- Performs heavy manual labor such as digging, lifting, spraying, concrete work, etc.
- Landscape and ground maintenance
- Drives vehicles and operates equipment
- Performs building maintenance and repair
- Helps maintain and repair vehicles and equipment of other City departments.
- Disposes of small dead animals from public rights-of-way.
- Performs Meter Reads and Testing
- Assists in the Public Utilities Department

MINIMUM REQUIREMENTS:

Knowledge, Skills and Abilities

- Ability to exercise sound independent judgment and tact.
- Ability to work with public.
- Knowledge of the practices, methods, materials, and tools of one or more of the building trades.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Ability to perform work from oral or written instructions.
- Skill in the use and care of tools, equipment, and materials of the trades to which assigned.



City of Lake Helen

Job Description

Licenses, Certifications, Registrations

- Possession of a valid Florida driver's license.

Education, Experience and Training

- High School Diploma or equivalent.
- Possession of a valid State of Florida driver's license.
- Three (3) years experience in maintenance, repair or installation activities in a specific area (building, park, street, etc.).
- An equivalent combination of education, training, and experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Physical Demands: Medium to heavy work. Ability to see (depth perception, color, acuity), hear, stand, walk, bend, stoop, reach overhead, climb, grasp, lift, carry, pull, push up to 100 pounds.

Mental Demands: Ability to read and comprehend work orders, safety and operational instructions, procedures, memos. Ability to perform shop math. Ability to write simple sentences relaying information, data and details to others.

Environmental Demands: Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, moving vehicles and electrical energy. May require exposure to inclement weather (heat, humidity, cold, rain), chemicals, dust, confined spaces and poor ventilation.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____