



TOWN OF HIGHLAND BEACH

Maintenance Worker (Part-Time)

Department: Public Works	Status: Part -Time Regular (20 hrs./wk)
Department Code: 001-519.000	Classification: Non-exempt
Immediate Supervisor: Utilities Maintenance Superintendent	Pay Grade: 10
Directly Supervises: N/A	Salary Range: Hourly: \$11.40– \$18.25 Annually: \$11,856.00 – \$18,900.00

Position Summary:

Routine semi-skilled maintenance and manual work in the care and upkeep of Town facilities, the mangroves, the beach and the pathways throughout the Town.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Cleans Town buildings, vehicles, equipment & grounds when requested.
- Performs tasks in carpentry, painting, dry wall, concrete, and performs preventive maintenance.
- Moves furniture and other objects as needed or required.
- Assists Public Works & Water Department employees as directed
- Maintains the Town complex & grounds as directed.
- May assist with other maintenance as required by the Utilities Superintendent.

Other Duties:

Cleans mangroves weekly. Empties trash cans on the beach, town's sidewalks and throughout town complex three-times a week.

Minimum Qualifications:

Education and Experience

High school graduation or possession of an acceptable equivalency diploma. Some semi-skilled experience in the building maintenance field. Must possess a valid Florida Driver's License.

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

Knowledge, Skills and Abilities Requirements

- Knowledge and skill in the use of equipment and tools.
- Knowledge of the safety aspects of work.
- Ability to perform manual labor and building repairs.

Physical Demands/Environmental Conditions:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and to reach with hands and arms.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed inside and outside in various weather conditions with: dust, chemicals, paints and electricity. Works with hazardous power tools and moving objects.

Selection Guidelines:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace and an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job History:

Created: 08-16-11

Revised: 11-09-15