

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	02/2015
POSITION	MAINTENANCE WORKER I	MIN. HOURLY WAGE	\$12.1501
DEPARTMENT	Community Services/Public Works (19-05-519)		
JOB CODE	10103	GRADE	02T

PHYSICAL LOCATIONS:

- All areas throughout City of Key West as assigned

REPORTING RESPONSIBILITIES:

- Director of Community Services or Supervisor of Public Works

GENERAL FUNCTIONS:

- This position is for a strong and physically fit person to perform all types of laboring work, i.e., excavating, filling holes in streets, mowing lawns, use of weedeater, collecting garbage, using small power tools, saws, drills, mowers, etc. Work as janitor if required. Work at cemetery and other areas in the City when needed and as directed.

ESSENTIAL FUNCTIONS (Without Accommodation):

- Able to read, speak, write and understand English.
- Able to lift 70 pounds to a 45-inch height and carry it 100 yards.
- Able to work in a physically strenuous position for not less than eight (8) hours a day.
- Able to work with all types of cleaning chemicals and supplies.
- Able to work a forty (40) hour work week and additional hours as required.
- Able to work outside in all types of weather.

EQUIPMENT TO BE USED:

- Cleaning equipment and supplies.
- Various hand and power tools.

ENVIRONMENT:

- Inside (with and without air conditioning) and outside, in all types of weather.

PHYSICAL REQUIREMENTS:

- Standing 5%
- Bending 20%
- Reaching 15%
- Walking 25%
- Lifting 20%
- Climbing 15%

DUTIES/TASKS/JOBS:

- Pick up and empty garbage containers that are placed around city for convenience of public.
- Work at various parks under supervisory personnel, digging, filling holes, planting, trimming trees or shrubs, or as otherwise instructed.

- Repair potholes in streets, clean storm drains, remove debris from streets and sidewalks, sweep glass, remove dead animals, and perform other services as directed.
- Assist in excavating graves, preparing the gravesite for the funeral, cleaning, mowing and raking in City cemetery when required.
- Drive a truck, load and unload materials and equipment as required.
- Lift furniture and heavy boxes when required.
- Paint curbs, road signs, and other objects when required to do so.
- Cleaning and maintaining City trucks and equipment when required by Supervisors.
- Read/fill out Work Orders provided by Public Works Supervisors, maintaining work schedules as directed.
- Check, stock and clean restrooms.
- Sweep, mop and dust assigned areas.
- Remove trash, garbage and debris from assigned areas.
- Perform shift work as assigned.
- Perform other duties as assigned by supervisor and/or department head

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Ability to clean and maintain City trucks and equipment when required by Supervisors.
- Ability to clean, sweep, mop floors and streets and empty garbage.
- Ability to dig holes, plant trees and shrubs.
- Ability to drive truck loads and unloads heavy objects.
- Ability to follow written and oral directions.
- Ability to mow grass, rake and help prepare cemetery for funerals.
- Ability to perform simple painting of various objects and erects signs.
- Excellent physical condition.
- Post hire, a signed authorization from physician that employee can perform work may be required.
- Must have a valid Florida Drivers License in order to drive pickup truck.
- Able to read and write work orders.

Periodically duties other than those listed are required and will be considered as part of the regular job while in effect. The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirements for an ability or skill a guarantee that ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted “Acknowledgments”, that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City of Key West.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER & A DRUG-FREE WORKPLACE**

**Apply at:
City Hall, Office of Human Resources
3102 Flagler Ave.
Key West FL 33040
Telephone: (305) 809-3714
Fax: (305) 809-3719**