

**TOWN OF LAKE PLACID, FLORIDA**  
**CLASSIFICATION TITLE: MAINTENANCE**

**PURPOSE OF CLASSIFICATION**

Performs a variety of unskilled and semi-skilled tasks in the upkeep, maintenance and operation, as assigned or needed - department varies.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

lean and supply restrooms  
Clean windows and doors, inside and out  
Clean all building floors (by vacuuming, sweeping, carpet cleaning when needed, and mopping)  
Remove waste and empty trash  
Dust surfaces  
Sanitize counters, tabletops and other frequently touched surfaces  
Maintain inventory of all cleaning supplies  
Maintain janitorial storage area in organized and safe condition  
Bring all issues and concerns to the Town Administrator in a timely manner

Some computer skill required to check email.

The position includes some occasional assignments as follows:

Proactive observation of building needs.  
Pressure washing of building exterior  
Installation of some building improvements such as sound panels, minor electronic repairs not involving major voltage. (Example light bulb replacement, run ethernet cables)  
Painting of building  
Coordinating and planning building layout for events where needed  
Pest control where needed  
Keeps entrance ways clean.

This position may involve sanitizing to lessen exposures to germs.

Position may be reassigned temporarily to other town functions if needed.

**DESIRED MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**

A High school diploma is preferred. Hiring will be dependant upon applicants skill sets and their match to the job.

a. Must be at least 18 years of age.

- b. Must have legal authorization to work in the United States of America.
- c. Possess a driver's license valid
- d. Must submit to and pass drug and alcohol screening.
- e. Knowledge of the care and proper use of tools
- f. Ability to quickly learn maintenance, care, and construction
- g. Ability to establish and maintain an effective working relationship with other employees and the public.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Some experience in building maintenance and cleaning is preferred.

#### PERFORMANCE APTITUDES

General knowledge of the Town of Lake Placid

General knowledge of cleaning and cleaning inspections

General knowledge of computers, check email, enter purchase orders, enter time sheet

Ability to understand and follow quickly and accurately brief oral and written instructions on moderately complex matters.

Ability to help out where needed.

May require announced or unannounced overtime work and the ability to respond to call-out work during non-working hours for emergencies.

#### TOOLS AND EQUIPMENT USED

General tools, cleaning supplies and some chemicals, pressure washer, computer.

#### PHYSICAL DEMANDS

The employee frequently is required to stand, walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### WORK ENVIRONMENT

While performing the duties of this job, the employee may work outside or inside depending on the maintenance needed.

This position is a great opportunity for someone who enjoys ownership of a maintenance task and being proactive in keeping the building in good shape.

#### SALARY & BENEFITS

Depending on qualifications

CONTACT PERSON

Public Works Director

Signature: \_\_\_\_\_

Town of Lake Placid  
1069 US 27 North  
Lake Placid, FL 33852  
Phone: 863-699-3747  
Fax: 863-699-3749

Date: \_\_\_\_\_

The Town of Lake Placid Florida is 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 during the interview.