

TOWN PROPERTIES MAINTENANCE

Town of Lake Placid
Job Description
Town Properties

Town Property Maintenance

Salary: 15.00 Hourly Division: Town Properties
Reports to: Town Properties Position: Town Property
Supervisor Maintenance
Approved by: Mayor

SUMMARY:

Town property maintenance for parks and town properties are responsible for maintaining the grounds, landscaping, buildings, and equipment located within the town. Groundskeepers must be able to handle a wide array of duties, occasionally dropping one task to perform another.

This is a specialized classification, and is not part of a series.

High School diploma or GED.
Valid Florida Drivers Licenses required

This position is under the direction of the Town Properties Supervisor.

ESSENTIAL FUNCTIONS:

- 1) Operates and maintains a variety of hand and power tools.
- 2) Operates and maintains lawn maintenance equipment
- 3) Collects and removes trash.
- 4) Trims and maintains trees and shrubs.
- 5) Inspects and repairs irrigation.
- 6) Inspects all equipment at facilities.
- 7) Inspects buildings and structures at facilities and performs minor repairs, painting pressure washing.
- 8) Works well independently or as a member of a team.
- 9) Experienced with basic landscaping equipment.
- 10) Maintain a variety of records related to assignments.

(NOTE: The omission of an essential function of work does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

REQUIREMENTS:

A) Training and Experience:

- 1) Knowledge of tools, materials, equipment, and procedures used in park maintenance.
- 2) The safe and proper operation and maintenance of park maintenance equipment tools, techniques, procedures, and principles of tree trimming.
- 3) The safe and proper use and application of herbicides, fungicides, and pesticides principles of propagating and maintaining trees, shrubs, flowers, and turf.
- 4) Safely and effectively use tools and operate equipment utilized in park maintenance work.
- 5) Plant, transplant, propagate, and maintain trees, shrubs, flowers, and turf.
- 6) Perform skilled maintenance and gardening work.
- 7) Effectively communicate in both oral and written forms.
- 8) Understand and carry out oral and written directions in an independent manner.
- 9) Perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
- 10) Drive an automobile.
- 11) Climb ladders to prune trees.
- 12) Work at various heights on appropriate equipment to string lights, banners, change light bulbs, etc.
- 13) Hear and distinguish various sounds, such as voices of co-workers in noisy environments, pager, cell phone, etc.
- 14) Work outdoors in adverse weather conditions.
- 15) Time management skills are a must
- 16) Minor repair skills in building maintenance such as wiring outlets, painting,

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pressure washing, machine maintenance, etc.

B) Physical Requirements:

- 1) Task involves physical effort, i.e. standing and walking, and frequent lifting (50 pounds), dexterity in the use of fingers, limbs, or body in the operation of all equipment.

C) Environmental Requirement:

- 1) Requires working long hours outdoors and be exposed to all weather conditions.
- 2) May be subjected to loud working environments.
- 3) Should possess ability to handle difficult or irate people.

- 4) Should possess ability to spend long periods of time standing or walking.
- 5) Ability to lift up to 50 pounds.

D) Sensory Requirements:

- 1) Task requires sound perception and discrimination.
- 2) Task requires visual perception and discrimination.
- 3) Task requires oral, written, and illustrative communications ability.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Town is committed to a Drug-Free Workplace Program and all applicants selected for positions will be required to submit to screening for illegal drug use prior to appointment. No person found to have a confirmed positive test for illegal drugs will be extended an offer of employment.

In accordance with Section 51.55 Federal Revenue Sharing Handicapped Discrimination

Regulations, please be advised that the Town of Lake Placid does not discriminate in its employment of the disabled. The Town does not discriminate in hiring due to race, color, sex, creed, national origin, marital status, age, political affiliation, religion or disability.

The Town of Lake Placid is an Equal Opportunity Employer