



**MAINTENANCE TECHNICIAN I
PUBLIC WORKS DEPARTMENT
FULL-TIME; NON-EXEMPT
\$13.50/HR TO \$16.77/HR TO START DEPENDING ON EXPERIENCE
OPEN UNTIL FILLED**

To apply for this opportunity, complete an *Employment Application* at:
<https://www.bayharborislands-fl.gov/DocumentCenter/View/1862/Employment-Application-pdf>

POSITION SUMMARY:

Performs manual and semi-skilled work in the maintenance and repair of public buildings, grounds, facilities, roadways, bridges, equipment, and various other tasks and duties assigned by the Public Works Foreman/Director of Public Works.

MINIMUM REQUIREMENTS:

High school diploma or GED required, supplemented by one (1) year of experience in general maintenance work or an equivalent combination of training and experience.

CERTIFICATIONS/LICENSES:

Must possess a valid Florida class E driver license; commercial class B license preferred.

JOB DUTIES AND RESPONSIBILITIES:

Receives written or verbal work orders from the Public Works in performing general maintenance tasks. Work is done independently or as part of a crew and is reviewed in progress and upon completion.

Operates and performs tree trimming and recovery operations from heights up to 40 feet in an articulated bucket truck.

May performs maintenance duties from a small boat.

Patches asphalt and concrete in streets, sidewalks, brick pavers, gutters, and curbs; erects, installs and repairs street signage; paints municipal equipment and property found in the public right-of-way.

Digs and repairs storm drains; cleans storm water catch basins.

Assists skilled trade workers in maintenance and repair of buildings, parks, streets, bridges, or equipment using hand and power tools. Operates high pressure water equipment to irrigate grounds or clean pavement.

Uses paint and painting tools to touch up or repaint Town facilities.

Operates power mowers, edgers, clippers and other hand and power tools used in municipal maintenance.

Remove trash/garbage from all areas of public building, facilities, parks, and Town properties.

Mows grass and trims hedges, trees, and shrubbery. Lays sod, rakes, picks up paper and other trash from assigned areas; fertilizes grounds and makes repairs to sprinkler systems.

Maintains parks, ball fields, tennis courts, and related recreational facilities.

Operates motor vehicles, including trucks, in performing general maintenance duties.

Fuels and washes fleet vehicles.

Maintains "On Call Status" in the event of a hurricane, excessive flooding, or other man-made disaster.

ESSENTIAL EMPLOYEES may be required to work during a declared emergency. The employee's Department Head will determine who will be required to work.

The successful candidate must be a team-player, able to work as part of a diverse group of technical/professional staff members; but who can also work independently with minimal supervision to meet deadlines and expectations. Must possess excellent social, interpersonal, written and verbal skills to effectively interact with the client, senior leadership, vendors, and fellow team members to provide quality information and support.

SPECIAL REQUIREMENTS:

Computer Skills: Ability to operate a computer, complete electronic timesheets, electronic timeclock, and read and respond to emails.

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including air compressors, generators, mechanics tools, paint equipment, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for medium to heavy labor.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as motorized equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Town of Bay Harbor Islands is a drug-free workplace in accordance with Federal and Florida Law. Must be able to pass a drug screening within 24-hours of conditional job offer.

E-VERIFY: This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

LEVEL 2 BACKGROUND: Must submit and pass a Level 2 background screening prior to date of hire.