



# City of Bradenton Job Descriptions

## **Job Title: MAINTENANCE WORKER**

<b>Date Prepared:</b>	August 20, 2015
<b>Department/Location:</b>	Public Works and Utilities – Public Works Section
<b>FLSA Status:</b>	Non-exempt
<b>Bargaining Unit:</b>	AFSCME
<b>Classification:</b>	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
<b>Schedule:</b>	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
<b>Supervision Exercised:</b>	None
<b>Supervision Received:</b>	Crew Chief, Supervisor or Superintendent

**General Purpose of the Position:** Under close supervision, performs unskilled or limited-skilled manual work which generally does not require a high degree of manipulative skill or previous experience in order to perform the work efficiently. Work is usually performed under immediate supervision, although assignments, which are repetitive and routine in nature, once learned, can be carried on without difficulty and under general supervision. Assignments often include the use of standard hand tools on a relief or fill-in basis. Work is reviewed by a supervisor while in progress, upon completion and through conversation.

### **Essential Duties and Responsibilities:**

- Understand the equipment and methods used to perform and complete the assigned work.
- Perform heavy manual labor for long periods of time.
- Occasionally perform basic paperwork.
- Adhere to prescribed routines and practices.
- Operate construction and maintenance equipment including power and hand tools; perform preventive maintenance and light repairs on equipment.
- Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
- Utilize proper safety precautions related to all work performed.
- Perform other duties as assigned.

### When assigned to Facilities:

- Knowledge of carpentry and masonry practices.
- Knowledge of care and operation of various tools and equipment.
- Maintain organized, clean, and safe working sites.
- Fabricate with wood, plaster, sheet rock, metal and other general building materials.



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## When assigned to Landscape and Grounds:

- Maintain City parkways, roadside, medians and grounds; haul and place landscape materials; inspect areas for wetness and dryness; install and maintain irrigation systems to ensure proper operating efficiency.
- Maintain City trees; prune trees to remove low branches that present a hazard to pedestrians and motorists; chip brush from trees and shrubs; grind stumps of removed trees.
- Care for young City trees; plant trees and dig tree wells; water and stake as necessary; deliver young trees for planting in public rights-of-way.
- Remove roadside debris and weeds; clean City sidewalks and gutters.
- Apply pesticides, herbicides and fertilizers as directed.
- Perform root pruning as necessary.

## When assigned to Streets and Drainage:

- Maintain traffic control systems; paint and stripe City streets, curbs, crosswalks and guardrails; install permanent markers and reflectors along streets and highways.
- Prepare, install, repair and replace City signs and posts; install and maintain street banners as necessary.
- Maintain inventory of traffic materials including paint and sand.
- Mix, rake and spread asphalt; seal cracks and patch streets; participate in street overlays.
- Respond to emergency calls to remove traffic accident debris from City streets.
- Operate street maintenance equipment including concrete saw, soil compactor and dump truck.
- Construct forms; pour and finish concrete on curbs, gutters, sidewalks, and waterways; perform concrete repairs, patch work, brick, block walls, and associated masonry work.
- Clean and remove trash from streets and parking lots.
- Clean and maintain storm drains, pipes, catch basins and storm channels.
- Perform walk-through inspections of storm drains; ensure proper working order; make repairs as necessary.

## **Skills and Physical Abilities Required:**

- General knowledge of safe work techniques and practices used in construction and maintenance.
- Ability to operate various hand held tools and repair equipment, e.g., wrenches, pipe fitting tools, power drill, grinder, band saw, ventilating blower, saws, air-compressors.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to make independent judgments and decisions appropriate to experience.
- Ability to quickly learn of materials used in the construction and maintenance of water and wastewater facilities, water distribution and wastewater collection systems.
- Ability to establish and maintain an effective working relationship with employees and the public.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.



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- Ability to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Ability to lift up to 50 pounds and occasionally lift up to 80 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

**Equipment Used:** Computer, cell phone, telephone, radio. Non-CDL vehicles and light equipment, pumps, power valve turner, trencher, generators, radio, computers, concrete saw, and miscellaneous hand tools including shovels, sledge hammers, wrenches, pipe cutters, ratchets, saws, etc.. If necessary and upon pre-approval by management, incumbent may operate CDL-class vehicles if properly licensed. Safety equipment is provided.

**Education and Experience Required:** High school diploma or GED equivalent. Good driving record and valid Florida driver's license.

**Environmental Conditions:** Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from construction equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Occasional exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

**Commercial Driver License (CDL):** A Commercial Driver License (CDL) is not required for this position. However, if necessary and upon pre-approval by management, incumbent may be assigned to operate CDL-class vehicles.

**Pay Grade:** 106

**Salary Range:** Minimum: \$10.85/hour Maximum: \$16.28/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Approved:**

**Department Director:** \_\_\_\_\_

**Date:** 12-29-16

**Human Resources Director:** \_\_\_\_\_

**Date:** 1/11/17

\*Updated July 10, 2006

\*\*Updated January 14, 2014

\*\*\*Updated March 2014

\*\*\*\*Updated Nov 2015

\*\*\*\*\*Updated Dec 2015

\*\*\*\*\*Updated Jun 2016