



# TOWN OF INTERLACHEN EMPLOYMENT JOB DESCRIPTION

<b>DEPARTMENT:</b> Public Works	
<b>LOCATION:</b> Maintenance Yard located at 300 West Tremont Street	
<b>JOB TITLE:</b> Maintenance I, II, III & IV	
<b>REPORTS TO:</b> Maintenance Supervisor	
<b>POSITION</b> (circle one) Maintenance I Maintenance II Maintenance III Maintenance IV	<b>TYPE OF POSITION:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time (less than 30 hrs) <input type="checkbox"/> Contractor <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<b>Hours:</b> 40 /week	
<b>GENERAL DESCRIPTION</b>	
<p>This is a heavy manual position involving entry-level semi-skilled maintenance and construction tasks that requires the use of hand tools, small engine and automotive equipment. Use of chain saws, weed-eaters and hedgers to trim trees, and maintain Town landscaping. Repair streets, clean storm water drains, pipes and road signs, etc. Perform building and facility maintenance repairs including carpentry, painting, electrical, plumbing, pressure cleaning, etc. Read, install and repair water meters/lines. Assist in the preparation for and aftermath of a major emergency such as a hurricane or other disaster, and serve on the Town's Emergency Management Team. Works on call duty and performs other duties as required. <b>NOTE: These duties are intended only as illustrations of the various types of tasks in this class, can be changed at any time and do not constitute an employment contract. The omission of specific statements of duties does not exclude the related or logical assignment to this position. All Town employees will be subject to random drug testing.</b></p>	
<b>KNOWLEDGE, SKILL AND ABILITIES</b>	
<ul style="list-style-type: none"><li>- General knowledge of tools and equipment used in buildings and grounds maintenance.</li><li>- Ability to carry out assignments with minimal instruction.</li><li>- Ability to drive and operate equipment.</li><li>- Ability to perform shift work and work on call.</li><li>- Ability to work with the public in a courteous manner.</li><li>- Ability to adhere to routines and practices.</li></ul>	
<b>EDUCATION REQUIREMENTS</b>	
<ul style="list-style-type: none"><li>- High School Diploma or GED.</li><li>- A combination of experience, training and education which provides the required knowledge, skills and abilities.</li><li>- Must be able to pass: drug test, physical, hold/maintain valid driver's license, criminal history background check.</li></ul>	
<b>PHYSICAL DEMANDS/WORK ENVIRONMENT</b>	
<p>The physical demands/work environment described herein are a representation to successfully perform the essential duties of this job:</p> <p>Stand, walk, climb, stoop, kneel, crawl, reach and bend. Lift 50+ pounds. Carry, pull, and push 50+ pounds. Good finger/hand dexterity and hand/eye coordination. Good eyesight, hearing and speech for safety.</p> <p>Will work in and be exposed to outdoor weather conditions, including extreme heat/cold, wet, and humid conditions. Noise level in the work environment usually ranges from moderate to loud. May be exposed to fumes or airborne particles, toxic or caustic chemicals.</p>	
<b>REVIEWED BY:</b>	<b>APPROVED BY:</b>
<b>DATE POSTED:</b>	<b>DATE HIRED:</b>