

DUTIES:

Performs routine maintenance of City buildings and facilities, including minor painting, carpentry and masonry. Installs and maintains City signage.

Landscapes City properties, including right-of-way with heavy equipment as needed for landscaping, cleaning, and maintenance duties.

Maintains storm water facilities in accordance with storm water maintenance schedule (Stormceptor). Ensures preparedness for pre and post storm and cleanup.

Ensures preparedness for all City events, festivals, and public activities where the involvement of the PWD is necessary; oversees cleanup and documentation after such events.

Additional Duties to be assigned as needed.

SKILLS:

Basic carpentry and other construction related skills.

Ability to operate heavy machinery such as backhoes, bobcats, and mowers.

Ability to perform facilities maintenance.

Ability to follow oral and written instructions accurately and efficiently.

Ability to work with and assist the public in a pleasant, efficient, positive, & courteous manner.

Knowledge of City programs and initiatives.

QUALIFICATIONS:

High School Diploma or acceptable equivalency. Class E Driver's License. Must have a clean driving record. A current driving record will be kept on file for review. Minimum one-year general maintenance experience. Minimum two years supervisory experience.

EMPLOYMENT CLASSIFICATION:

Full Time.

WORK ENVIRONMENT:

Significant outside work required. Tasks may include exposure to potential physical harm, dangerous machinery, infectious diseases, hazardous chemicals and extreme weather conditions. May be required to move heavy objects. Some job duties involve work outside normal business hours.

Assigned City maintenance vehicle during working hours.

Must have a clean driving record. A current driving record will be kept on file for review.

City requires drug testing and a physical examination prior to employment and random drug testing thereafter.

*This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. As a small city, Cedar Key utilizes a teamwork approach. All personnel are expected to learn the department functions necessary to continue effective City operations. Cross-training to accomplish this goal is necessary as directed.