

EMPLOYEE JOB DESCRIPTIONS

Revised April 13, 1999
Re: Ordinance 5-99

MAINTENANCE WORKER I

Minimum Qualifications: High School diploma, or G.E.D. Some experience in general maintenance work. May substitute two (2) years of experience for two (2) years of education at the high school level. Must have valid Florida driver's license.

Typical Duties: Performs manual work including mowing grass, trash pick-up, cleaning Town buildings, patching streets, and related duties as assigned. May set up tables and chairs for meetings, open and close buildings for security, deliver supplies and messages. May perform semi-skilled and unskilled jobs involving maintenance repair and construction tasks. May clean grounds, install signs or unload trucks. Performs other related duties as required.

Note: All employees in the Water Department, and the Maintenance and Roads and Bridge Departments work under the direction of the Public Works Supervisor, and are subject to the requirements and specifications stated at the beginning of the Public Works Department section of this Manual.

MAINTENANCE WORKER II