



# City of Mexico Beach

## Job Description

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**Department:** Public Works

**Position:** Building Maintenance worker

**FLSA Status:** Non-Exempt

**Job Summary:**

Performs skilled designs, construction and maintenance of all City facilities and other work as directed. Work is performed under the general supervision of the Public Works Superintendent.

**Major Duties and Responsibilities:**

- Plans, designs and constructs room additions, walkovers, Bathrooms.
- Plans, designs and performs remodeling functions of existing structures utilizing skilled trade methods and techniques.
- Maintains all City facilities performing carpentry, plumbing, electrical, concrete.
- Minor air conditioning work as in filter maintenance Ect.....
- Builds benches, trash bins, privacy fencing, picnic tables.
- Maintains Pier, catwalks, boat slips at Marina and boat launch facility's.
- Is responsible for installing Christmas decorations on utility poles.
- Performs other duties as required.

**Job Requirements:**

**Knowledge, Skills and Abilities:**

- Must have knowledge of basic hand tools, power equipment, Ect...
- Ability to interpret written and/or oral instructions.
- Acceptable eyesight and hearing. (With or without correction)
- May require lifting and carrying up to 100 pounds.
- Climbing, walking, depth perception, sitting, and good balance.

**Education and/or Training:**

- High school diploma or equivalency diploma.
- Must have at least (4) four years' experience in Build maintenance repair.
- Must possess a valid Florida driver's license with a driving record acceptable to the City's driving policy and insurance program.

**Community Relations Functions:**

- Must be able to interact and communicate with public.

**Work Environment:**

- Works inside as well as outside in various weather conditions,
- Hight's (up to 35 feet).
- Able to work in stressful situations.
- This position may require the use of Personal Protective Equipment (PPE) and may require the ability to pass a medical evaluation.

**Tools and Equipment:**

- Ability to operate backhoe, tamper, trencher, jack hammer, tapping machine, saws (both hand and power), Bucket truck, pumps, volt meter, amp meter, various hand tools, shovels, rakes.

**Supervision Received and Exercised:**

- This position reports to Public Works Superintendent.

**Pay Grade:** 108

**Disclaimer:**

The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and the requirements of the job change. Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position. Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.