

Town of Fort Myers Beach Job Description

Position: Maintenance Worker - Beach
Department: Public Works

POSITION SUMMARY

The Maintenance Worker – Beach under the direct supervision of the Crew Leader - Beach, provides general assistance in support of assigned operations including, but not limited to: general manual labor; clean and perform routine maintenance of Town beaches, beach and bay accesses, open spaces, and community service facilities. Position is funded through Tourist Development Tax funding.

ESSENTIAL JOB FUNCTIONS

- Cleans Town beaches, bay and beach accesses and open spaces; removes trash including lifting and carrying containers; works alone and as part of a team.
- Operates, maintains and performs minor repairs of beach cleaning equipment and related work tools; checks equipment after use.
- Performs custodial and routine repair and maintenance duties at Town Hall, Mound House, Newton Park and water utility facilities; and any Town owned or maintained facility, including public restrooms; sweeps, mops and buffs floors; vacuums carpet, rugs, steps and mats; cleans and sanitizes restrooms; orders and replenishes assigned supplies; cleans grounds; removes trash; cleans windows and furniture; performs minor and routine repairs to community service facilities, such as replacing lightbulbs, painting and patching drywall.
- Maintenance of street and sidewalk sweeping. Identifies and, via radio, notifies management of problems on the beach, parks and streets.
- Rides Town vehicle including all –terrain vehicle.
- Performs all duties in conformance to appropriate safety and security standards.
- Provides general assistance and information to visitors to the community center and beach-goers; appropriately responds to or resolves routine questions, inquiries and complaints; if warranted, refers requests and complaints to management.
- Performs other duties of this position or related positions as may become necessary or as directed by the Maintenance Supervisor, Public Works Director or his/her designee.
- Assists in emergency preparedness and evacuation activities as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- As directed, organizes and sets up chairs, tables, kitchen and other equipment for assigned events.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED; supplemented by a minimum of five (5) years' experience that demonstrates extensive knowledge of street, building and environmental maintenance
- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent;
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.

- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Ability to safely operate motorized tools, manual tools, and light equipment such as lawn mowers, weed eater, saws, drills, augers, tillers, compactors and emergency generators.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Ability to read and follow written, diagram and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Knowledge of the techniques and procedures used in streets, grounds, and facility repair and maintenance.
- Knowledge of occupational safety rules and practices.
- Knowledge of signage regulations and applications.
- Knowledge of proper care and maintenance of native vegetation.
- Ability to work in high traffic areas and deep trenches
- Ability to prepare documents, including inventory records, timesheets, material lists and other related documents.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.