

Town of Fort Myers Beach Job Description

Position: Maintenance Worker – Bay Oaks Recreation Campus
Department: Public Works

POSITION SUMMARY

Under the direction and supervision of the Public Works Director and Deputy Public Works Director, supervises, coordinates, schedules, and implements maintenance and improvement activities for all recreation facilities. Performs a variety of routine and skilled maintenance, construction, custodial and repair activities involving recreation buildings, grounds and equipment.

ESSENTIAL JOB FUNCTIONS

- Maintains, or supervises the maintenance of the Bay Oaks Recreation Campus including the park, ball fields, recreational building, and other related recreational facilities and equipment.
- Prepares and maintains maintenance schedules for grounds and facilities as related to recreational programming and events.
- Cleans lawns, patios, and sidewalks and picks up leaves and litter.
- Trims and prunes tree branches.
- Operates and performs maintenance on power equipment such as changing oil, and parts lubrication and adjustment.
- Repairs benches, playground equipment and sprinklers.
- Paints building surfaces, picnic tables, etc.
- Drags, lines and prepares fields for athletic programs as needed and as directed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Coordinate preparation of parks and facilities, and the proper disbursement of equipment for games, events, and other activities.
- Performs equipment maintenance, servicing and repairs.
- Implements parks and facilities improvement projects.
- Posts and maintains appropriate signage to ensure user safety and compliance.
- Schedules and completes routine campus cleaning such as emptying and cleaning all trash containers, mowing fields, performing landscaping duties, etc.
- Maintains the interiors of buildings including organizing the storage facilities, and replacing light bulbs, making minor repairs, and other necessary functions.
- Assists Recreation staff in maintaining, cleaning, and repairing all program equipment and supplies.
- Prepares and sets up activity rooms and campus grounds for recreation and senior programs, special events, and classes.

- Keeps abreast of new developments in the field, new methods and techniques and current issues through continued education and professional growth.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director.

(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.)

MINIMUM QUALIFICATIONS

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.
- Strong interpersonal skills; Ability to communicate orally and in writing.
- Knowledge of word processing and computer applications is a plus.
- Possession of a valid Florida driver license is required for employees in this classification.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Thorough knowledge of the practices, methods, and equipment utilized in grounds and park maintenance and development, including the planting, cultivation, pruning and care of lawns, flowers, shrubs, plants and trees.
- Strong working knowledge of the equipment, methods, procedures, and tasks involved in building and grounds maintenance and repair.
- Knowledge of and ability to safely operate equipment necessary to maintain parks and facilities.
- Able to work safely without presenting a direct threat to self or others.
- Knowledge of the practices and safety issues involved in maintaining public facilities.
- Knowledge of the supplies, equipment and facilities utilized in recreation programs and sporting leagues.
- Skill in organizing schedules and coordinating associated resources.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with staff, volunteers, program participants, vendors, other governmental agencies and the public.
- Ability to work effectively within deadlines, under stress, and with changing work priorities.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises.
- Physical effort includes: moving heavy objects (up to 50 pounds) short distances (20 feet or less); bending or stooping repeatedly over time, stretching, reaching, balancing, climbing, walking and standing.

- 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.
- Work may require periodic exposure to adverse environmental conditions.

*(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.*