 **Notice of Vacancy**

**External Post Date:** December 27, 2023, until filled

**Position:** Maintenance Technician/Crew Worker

**Department**: Public Works

**Start Date:** To Be Determined

**Pay Range:** $12.62 per hour - $20.19 per hour

**Job Type:** Full Time-Union Eligible

**JOB FUNCTION/ PURPOSE:**

The Maintenance Technician/Crew Worker is a limited, semi-skilled position working in general maintenance, construction, or labor activities. This position reports to the direct supervisor in the department.

**EXAMPLES OF WORK**

*This section of the 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. Performance of lower-level duties may be required.*

**RESPONSIBILITIES:**

**ESSENTIAL JOB FUNCTIONS**

* Responsible for the overall maintenance of the main police building, two (2) district offices and (1) Mall office. Maintains equipment essential for cleaning the building.
* Visually inspects buildings for cleanliness and safety violations.
* Replace light bulbs in and out of all facilities listed.
* Performs limited painting.
* Empties trash.
* Performs minor repairs on equipment and office furniture.
* Responsible for the general appearance and maintenance of the exterior of the police buildings, parking lots and grounds.
* Weeds, waters, and trims shrubbery and flower beds.
* Cleans parking lots, to include visually inspecting grounds for safety hazards.
* Paint all the safe areas when needed.
* Performs other duties as assigned.

**NON-ESSENTIAL FUNCTIONS**

* Assists with room set up for special events.
* Pickup and delivery of supplies and equipment.
* Moves furniture and equipment.
* Performs other duties as assigned.

**CERTIFICATIONS AND LICENSES:**

* Valid Driver’s License Required.
* Florida Driver’s License required within 30 days of hire.
* CDL-B Permit in General Knowledge, Skills, and Air Brakes-Within 90 Days of Employment.
* CDL Class B License-Within 180 Days of Employment.

**KNOWLEDGE, SKILLS. AND ABILITIES**

* Ability to successfully work as a team member.
* Ability to communicate effectively, both orally and in writing.
* Ability to identify and navigate potential safety hazards.
* Fundamental knowledge of the proper use of hand tools.
* Agility to professionally handle multiple tasks and adjust to transitional working conditions.
* Ability to work professionally with Department Heads, representatives of other agencies, other employees, and the public.
* Ability to maintain security and confidentiality.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

* High School diploma or equivalent.
* Moderate experience in customer service.
* 1 year of general maintenance experience, required.

**RESIDENCY REQUIREMENT**

The employee must reside within 45 minutes of City Hall (50 NW Main Street) using a mapping program.

**PHYSICAL AND ENVIORNMENTAL REQUIREMENTS**

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

**PHYSICAL AND DEXTERITY REQUIREMENTS:** Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires medium to heavy work that involves walking, standing, stooping, lifting, pushing, and raising objects and involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

**ENVIRONMENTAL HAZARDS:** Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job may risk exposure to extreme heat and/or cold, bright/dim light, dusts and pollen, wet or humid conditions, extreme noise levels, animals/wildlife, vibrations, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals and explosives.

**SENSORY REQUIREMENTS:** Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**ADDITIONAL INFORMATION/REQUIREMENTS**

During periods when the City Mayor issues an emergency declaration for the City of Williston, all employees may be required to work in preparation, response or recovery activities related to the stated emergency.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).**

**COMPLETION OF APPLICATION:**

*Applicants will be given credit only for information provided in response to the announcement and included on the completed application.  Applications should include at least ten (10) years of work experience on the application (if applicable). No additional information will be solicited or considered by this office; therefore, individuals who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position or title.*

**The successful candidate will be subject to a background check and drug screening.**