



# The Town of Golden Beach

## Job Description

## MUNICIPAL SERVICE WORKER

Job Code:

EEO Class Code: Semi-skilled/Laborer

Union Status: Unclassified

FLSA Code: Non-Exempt

Salary Grade:

**Department:** Public Works

**Supervises:** None

**Position Reports To:** Public Works Manager

**Salary Range:** \$20 / Hourly

### Job Specifications:

### NATURE OF WORK:

Manual labor duties of a semi-skilled nature including maintenance and repairs for Town facilities, parks, grounds, rights-of-way, and public spaces. Supports daily municipal operations, community events, and storm preparation and recovery. Also assists with the collection and disposal of waste materials from commercial and residential premises of the Town. Work is performed under direct supervision.

### ILLUSTRATIVE TASKS:

- Perform basic facility repairs, painting, minor carpentry, hardware replacement, and related maintenance within training and authorization.
- Maintain landscaped areas, including mowing, trimming, planting, mulching, and basic irrigation upkeep.
- Maintain parks, walkways, public spaces, and rights-of-way through cleaning, minor repairs, and debris removal.
- Inspect assigned areas and report damage, hazards, equipment problems, and maintenance needs.
- Safely operate hand tools, power tools, grounds equipment, and assigned Town vehicles or other automotive equipment.
- Set up and remove tables, chairs, equipment, and other materials for Town events.
- Assist with storm preparation, securing facilities, debris cleanup, and recovery assignments.
- Maintain tools, equipment, supplies, and basic work records.
- Follow safety procedures and use required protective equipment.
- Installs water and sewer lines or sprinkler systems
- Make minor repairs to automotive or other maintenance equipment
- Pours new sidewalks, makes street repairs, plants trees and shrubs, maintains sports facilities, etc.
- Digs, levels and spreads fill, rock and sand
- Breaks and replaces pavement

- Assists in the construction, maintenance, cleaning and repair of sewers and other installations and facilities
- Clear sites, streets, and grounds of woody and herbaceous materials, such as tree stumps and fallen trees and limbs.
- Collect debris and refuse from tree trimming and removal operations.
- Collects waste materials, garbage, and trash from commercial and residential premises as part of a truck crew
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of the tools and equipment used in semi-skilled labor work
- Ability to properly operate maintenance and construction equipment
- Ability to perform assigned tasks under general supervision
- Ability to drive a truck if required
- Ability to understand and carry out oral instructions
- Ability to acquire knowledge and proficiency in the use of hand tools and mechanical equipment
- Physical strength, stamina, and ability to lift, move and carry very heavy materials and containers
- Willingness to work under all weather conditions, and to work with and handle unpleasant waste material

#### **MINIMUM REQUIREMENTS:**

- High school diploma or equivalent
- At least one year of practical experience in building maintenance, grounds maintenance, construction support, general repairs, or a related field, or an equivalent combination of training and experience.
- Demonstrated ability to perform a range of semi-skilled maintenance tasks and safely use common tools and equipment.
- Valid driver's license.
- Ability to follow instructions, work independently or with a crew, and interact courteously with residents.
- Ability to perform assigned physical duties, with or without reasonable accommodation, including outdoor work, standing, bending, lifting, and carrying equipment and materials.
- Availability for assigned emergency work and occasional evening or weekend duties.

#### **PHYSICAL REQUIREMENTS:**

- Significant walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling
- Physical strength, stamina, and ability to lift, move and carry very heavy materials and containers

#### **SUPERVISION RECEIVED:**

- Work is done under the direct supervision of the Public Works Manager