

**TOWN OF LADY LAKE
JOB DESCRIPTION**

JOB TITLE: PUBLIC WORKS OPERATOR I-STREETS/FACILITIES MAINTENANCE

PAY GRADE: 311 HD0/01

DEPARTMENT: PUBLIC WORKS-MAINTENANCE

CLASSIFICATION: NON EXEMPT

STATUS: FULL TIME

DIRECT REPORT: PUBLIC WORKS MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION:

Semi-skilled manual work in the performance of laboring tasks and operating a variety of Public Works construction and maintenance equipment.

ESSENTIAL JOB FUNCTIONS:

1. Road maintenance, patch holes with asphalt or lime rock, clear trees, brush and vegetation, mow right-of-ways, maintain retention ponds, install street signs and other maintenance functions as needed. Removes and installs concrete.
2. Loads and unloads heavy material from trucks. Moves equipment and large bulky objects.
3. Operate light to medium equipment. Operates bush hog-dump and flat bed trucks, tractors, mowers and other equipment as needed.
4. Maintain grounds. Rakes grass, waters plants, fertilizes and weeds flowerbeds. Shapes hedges, trim trees, shrub and cuts grass. May operate tractor-mower in mowing grass on right-of-way.
5. Loads trash on truck. Unloads trash and other materials. Picks up boxes and other materials left by residents.
6. Performs preventative maintenance and services equipment as scheduled. Maintains shop in clean and sanitary condition.
7. Observes traffic control safety devices as necessary to ensure safe working conditions and procedures; directs traffic and places traffic signs as required.
8. Perform on-call duties when needed.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of tools and equipment used in construction and maintenance, and perform minor repairs
- Knowledge of occupational hazards connected with construction and maintenance.
- Ability to learn new methods of operating and maintaining tools and equipment.
- Ability to perform manual labor and effectively operate construction equipment.
- Ability to understand and follow instructions.
- Ability to perform mathematical functions needed to complete tasks.
- Skill in using hand tools.
- Knowledge of traffic and work zone safety as necessary to ensure safe working conditions and procedures.
- Knowledge of proper street sign installation.

EDUCATION AND EXPERIENCE:

- High School Diploma or General Education Degree (GED) equivalency.
- At least one (1) year experience in manual labor, including the operation of light and medium construction equipment.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Drivers License.

ESSENTIAL PHYSICAL SKILLS:

- Heavy lifting, carrying and moving (45 pounds or over).
- Pulling, pushing, walking, standing, kneeling, bending, balancing, and stooping as required.
- Climbing a stepladder.
- Effectively and efficiently operate equipment as needed.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions.
- Exposure to dust and dirt.

Environmental Conditions (Continued):

- Works below ground level in a ditch.

[Reasonable accommodation will be made for otherwise qualified individuals with a disability.]

Acknowledged receipt of job description, this _____ day of _____ 20_____ .

Signature: _____