County of Monroe
The Florida Keys

BOARD OF COUNTY COMMISSIONERS
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Mayor Pro Tem George Neugent, District 2
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Employee Services
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date: July 20, 2016

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **MAINTENANCE WORKER 2, FACILITIES MAINTENANCE, BIG PINE KEY** IS NOW OPEN AT PAY GRADE **103** SALARY **$28,059.04 - $43,491.51 /40 HPW.**
(DEPENDING ON QUALIFICATIONS)

- **VETERANS PREFERENCE AVAILABLE:** ☒ YES ☐ NO
- **SAFETY SENSITIVE POSITION:** ☒ YES ☐ NO
- **GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED)** ☐ YES ☒ NO

THIS POSITION: ☐ **IS A CAREER SERVICE STATUS POSITION**
☒ **IS NOT A CAREER SERVICE STATUS POSITION**

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

EMPLOYEE SERVICES DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
PWFM018

P.P.

MONROE COUNTY

JOB DESCRIPTION

Position Title: MAINTENANCE WORKER 2		**Reports to: Facilities and Unin. Parks & Beaches:** Administrator of Building, Parks & Beaches/ Director of Middle Keys Operations / **Road Department:** Supervisor of Roads & Bridges / **Card Sound:** Card Sound Superintendent
Position Grade: 103	**FLSA Status:** Non-Exempt	**Class Code:** 103-1

GENERAL DESCRIPTION

Primary function is to perform semi-skilled work in assisting in repairing and maintaining property and grounds using a variety of machines, tools, equipment and inmate labor. In the Road Department this is a safety sensitive position.

KEY RESPONSIBILITIES

1. In Facilities, Parks & Beaches
   a.*Assists Electricians, Carpenters, Painters, Plumbers, etc., in the repair and maintenance of property and grounds.
   b. *Performs landscaping duties; paints; assists in electrical work (replace ballasts, plugs, switches, etc.);
   c. Cleans buildings, sweeping, mopping and cleaning windows;
   d. Maintains air conditioning units; replaces worn or damaged parts, filters, etc. in equipment and machines.

2. In Road Department and Card Sound:
   a. Mows grass and trims trees.
   b. *Picks up trash and empty trash.
   c. Moves furniture, boxes, etc.; Performs custodial duties at roads and bridges.
   d. *Cleans up construction debris and work area.
   e. Digs trenches/holes in the grounds.

3. In all departments
   a. *Drives County vehicles transporting tools, equipment, and inmate workers to worksite.
   b. *Observes all rules related to use of inmate labor including paperwork, supervision, transport, sign-in/sign-out, safety supervision, and adherence of all workers and co-workers to the rules for inmate workers established by the Sheriff.
   c. * Maintains required qualifications for signing out inmate workers.
   d. Other duties as assigned

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: MAINTENANCE WORKER 2	**Class Code:** 103-1	**Position Grade:** 103

KEY JOB REQUIREMENTS	
Education:	High School Diploma or GED required. Must be able to communicate in and comprehend the English language. Requires valid Florida Driver's License. When assigned to the Road Department must maintain minimum of Class B Commercial Driver's License and THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.
Experience:	1 to 2 years minium amount of prior related work experience.
Leadership:	Have guidelines for work, but determine the approach for doing the work. Supervisor focuses on the outcomes of work.
Complexity:	Perform work that necessitates some specialized knowledge of clerical or trades-based tasks. Some of the typical responsibilities include gathering, formatting, or visually analyzing data OR operating construction or warehouse equipment (moving vans, dump trucks, front-end loaders).
Decision Making:	May work alone or make decisions that govern activities as well as others. Decisions impact how our unit provides services and support to internal and external customers.
Relationships:	Work with less than ten co-workers who are mostly engaged in the same activities.
Working Conditions:	Work in a dynamic environment that requires being sensitive to change and responsive to changing goals, priorities, and needs.
On Call Requirements:	May be required to provide disaster assistance during times of emergency in any capacity deemed appropriate.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: Kevin G. Wilson, P.E. Signature: Beth Leto Date: 16 MAR 2015

County Administrator / Deputy County Administrator:

Name: Roman Gastesi / Debbie Frederick Signature: D Frederick Date: 3/17/15

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____