County of Monroe
The Florida Keys

BOARD OF COUNTY COMMISSIONERS
Mayor Danny L. Kolhage, District 1
Mayor Pro Tem Heather Carruthers, District 3
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Employee Services Division
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date October 23, 2015
original was 10/14/15

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **MAINTENANCE WORKER 1, ROADS & BRIDGES, KEY WEST** IS NOW OPEN AT PAY GRADE **102** SALARY, **$26,659.42 - $41,322.10 /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
PWRB028

P.P.

MONROE COUNTY

JOB DESCRIPTION

Position Title: MAINTENANCE WORKER 1		**Reports to: Facilities and Unin. Parks & Beaches:** Administrator or Supervisor of Building, Parks & Beaches/Supervisor Facilities Maintenance/ **Road Department**: Supervisor of Roads & Bridges
Position Grade: 102	**FLSA Status**: Non-Exempt	**Class Code**: 102-1

GENERAL DESCRIPTION

Primary function is to perform general maintenance duties in the upkeep of all county property. Assists in the maintenance of buildings and roads.

KEY RESPONSIBILITIES

1. * Performs landscaping duties, mows grass, and trims trees.
2. Performs basic repairs and maintenance of equipment and property. (Replaces worn or damaged parts in hoses, equipment and machines. Maintains air conditioning units. Replacing ballasts, plugs, switches, etc.)
3. *Performs custodial duties at all facilities (sweeping, mopping and cleaning windows).
4. *Assists in the major repair and maintenance of property and grounds.
5. *Picks up trash and empty trash.
6. Moves furniture, boxes, etc.
7. *Cleans up construction debris and work area.
8. *Digs trenches/holes in the grounds.
9. Paints as required.
10. *Drives county vehicles transporting tools and equipment to worksite.
11. Other duties as assigned.

When assigned as a lead Custodian

12. *Direct custodial staff and maintain quality control.
13. *Inventory control of supplies.
14. Schedule special cleaning such as carpet cleaning and stripping / waxing floors.

* 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 1	**Class Code**: 102-1	**Position Grade**: 102

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 or Card Sound 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 procedures to follow for work and supervisor checks my work often.
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:	Follow specific procedures that may result in interaction with co-workers, citizens, or other individuals. Make a few decisions regarding activities and priorities.
Relationships:	Work primarily alone.
Working Conditions:	Work in a safe and secure work environment that may periodically have unpredicted requirements or demands. Intermittently crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, puling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking. Also requires very heavy work exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
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 Seto Date: 1 OCT 2014

County Administrator/Deputy County Administrator:

Name: Roman Gastesi / Debbie Frederick Signature: Frederick Date: 10/23/14

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

Name: _____ Signature: _____ Date: _____