

Lehigh Acres Municipal Services Improvement District

Job Description

Job Title:	Grounds Maintenance Worker
Department:	2-Field/Canal Maintenance
Pay Grade	6
Reports To:	Field Director
FLSA Status:	Non-Exempt
Bargaining Status:	Bargaining
Revisions:	November 13, 2019
Approved By:	Board of Commissioners
Modified Date:	December 16, 2019
Revised date:	February 28, 2023

SUMMARY: Operates vehicles and equipment while maintaining the water control system of the District. The duties of the grounds maintenance worker include but are not limited to: maintaining District headquarters, parks, canal rights-of-way and related facilities, etc. The GMW performs the following: leaf blowing, weedeating, mulching, mowing including use of chainsaws, tractors, etc.; pruning, landscaping, trimming bushes and trees; emptying trash receptacles and recyclables; picking up litter and debris, pavilion, boardwalk, and building inspections and maintenance.

EDUCATION AND EXPERIENCE: This is an entry level position. High school diploma or general education degree (GED) preferred; or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

External Hires: Must possess a valid Florida Class E driver's license. Knowledge of 2 and 4 cycle engines preferred.

Any certifications, licenses, etc. required as part of the job is the responsibility of the employee during the 90-day probationary period; once an employee has reached regular status, they may submit these certifications for reimbursement.

Internal Hire: Must possess a valid Florida Class E driver's license. Knowledge of 2 and 4 cycle engines preferred.

All licenses, certifications, etc. must be kept current and active unless otherwise documented from the department head.

SUPERVISORY RESPONSIBILITIES: Lightly supervise temporary employees with oversight of Field Director or assigned supervisor.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to the following:

Receives written work orders or verbal instructions from the Grounds Maintenance Technician, assigned Supervisor, Assistant District Manager or District Manager.

On a daily basis, instruct and lightly direct seasonal work crews of one to 6 employees with the Field Director providing oversight.

Operate a variety of maintenance equipment necessary to maintain and repair grounds and facilities. Examples of equipment would include a variety of mowers and tractors with trailers or weed eaters and such.

Maintains shrub and turf areas necessary to maintain and improve the appearance and quality of District property which includes parks. Remove litter and debris from District property.

Install and maintain trees, turf and shrub beds and irrigation systems.

May operate slope mower, flat mower, or other types of heavy equipment.

Maintain facilities such as restrooms by sweeping floors and scrubbing walls, ceilings and sanitary fixtures, filling paper and soap dispensers, changing light bulbs and clearing the facility of litter and garbage.

Install and maintain structures such as fences, gates, barriers, signs and picnic tables in District parks and green spaces.

Maintain daily records on spreadsheet in computer. Maintains inventory of materials on spreadsheet in computer.

Responds to public's questions, complaints and requests for services in a courteous and helpful manner. Able to speak clearly and compose simple letters.

Fuels, changes oil and perform minor repairs on equipment.

Loads fallen tree limbs and roadside trash into dump truck.

Removes and replaces signs

Cleans buildings, paints interior and exterior walls and trim washes windows and empties trash cans.

Applies herbicides using various application equipment.

Maintains Water Control facilities by cleaning debris, installing or removing boards to manipulate water level.

Other duties that may be required but are not limited to the operation of district equipment within the fleet. May perform additional duties when called upon by department heads.

LANGUAGE SKILLS:

Must have the ability to read and comprehend District simple instructions, short correspondence, memos, emails and written work orders. Must have the ability to read and interpret documents such as safety rules, herbicide usage guidelines, equipment operating and maintenance instructions and manuals. Must have the ability to write simple correspondence and complete work order forms for record purposes. May be given a skills assessment test. Bi-lingual in English and Spanish preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. May be given skills assessment test.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. May be given skills assessment test.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee is occasionally required to walk on uneven and sloping grounds (ditch-banks). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; extreme heat; and vibration. The employee is frequently exposed to fumes or airborne particles, outside weather conditions, and extreme cold. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud. The employee will

occasionally be required to wear safety equipment. This equipment will be dictated by the type of work or work environment.

Change Log:

- Removed Logo from title.
- Changed Water Resource Manager to Field Operations Director.
- Changed font to Times New Roman.
- Added second slot (2/28/23)