

**GENERAL MAINTENANCE WORKER I –  
PARKS AND RECREATION  
JOB DESCRIPTION**



<b>JOB TITLE:</b> General Maintenance Worker I	<b>CLASSIFICATION:</b> Service/Maintenance	<b>IMMEDIATE SUPERVISOR:</b> GMII, Parks Foreman, or Park Superintendent
<b>PAY GRADE:</b> 108	<b>DEPT:</b> 7200 Parks	<b>STATUS:</b> <u>FT</u> PT EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of park and recreation buildings, grounds, open spaces and parks.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Mows and maintains parks and open spaces such as: baseball and soccer fields; cleans and maintains tennis, basketball, racquetball and bocce courts, along with other sports facilities; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Performs general landscaping duties including but not limited to planting and trimming lawns, trees, shrubs, and flowers.
- Performs janitorial duties in all park facilities including but not limited to the removal of trash from buildings, parks and grounds.
- Assists skilled workers with tasks such as carpentry, painting, plumbing, and electric.
- Assists in the construction of new park facilities, including clearing, grading drainage and foundation work.

**OTHER DUTIES:**

- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- High school diploma or equivalency, and
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Some knowledge of the principles, practices and techniques of building and grounds maintenance, or a related field.
- Some knowledge of the basic principles and practices of equipment and supplies used to perform minor repairs and various semi-skilled tasks.
- Some knowledge of safety hazards and applicable safety precautions.

- Ability to learn and use common hand tools and mechanical equipment.
- Ability to perform heavy manual labor for extended periods of time under varying weather conditions.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to work independently and in groups, and the ability to complete daily activities according to work schedules.
- Completion of NIMS Training as required

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one. No more than two moving violations within the last 12 month period. No more than six violation points in the last 24 months.
- CDL, or ability to obtain one, preferred.

**PHYSICAL DEMANDS:**

The physical demands described here 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 use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand and walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds, occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

**TOOLS & EQUIPMENT USED:**

Pick up truck, and other vehicles as assigned; lawn and landscaping equipment, including tractors, mowers, chain saws, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; hand and power tools; janitorial equipment, and other associated equipment used in the maintenance and operation of park and recreation buildings, grounds, parks and open spaces.

**ENVIRONMENTAL CONDITIONS:**

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 regularly works in outside weather conditions, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes or airborne particles, and vibration. The employee frequently works in high, precarious places, and regularly works near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION HISTORY:**

- Revised 06-17-03
- Revised 08-25-03
- Revised 07-23-07
- Revised 10-21-08
- Revised 11-5-15
- Revised 07-09-24
- Revised 10-04-24