

City Of
Belleair Bluffs
Public Works Department
Operations Worker

Salary Range

Annually \$25,000 \$32,000

Hourly \$12.02 \$15.38

Full Time Position

General Description

A Public Works Operations Worker is responsible for heavy manual labor involving semi-skilled work in various maintenance and minor construction tasks requiring the use of tools, equipment, and the operation of light work vehicles. Work will involve janitorial upkeep for city buildings, general park and grounds maintenance, and road maintenance. Employee will be responsible for the upkeep and efficient operation of the tools and equipment used.

Supervision

Work is performed under the supervision of the Public Works Supervisor and is reviewed through reports, observations and obtained results.

Essential Duties and Responsibilities

Must be able to work overtime hours for any unforeseen emergency, hurricane/inclement weather condition and city functions.

Work with various city staff performing a variety of skilled and semi-skilled work including but not limited to minor construction activities, painting, minor irrigation, grounds maintenance, equipment maintenance, vehicle maintenance, building maintenance, and other related activities for Public Works.

Perform weekly ground maintenance for the city property and right of way, including but not limited to, mowing, edging, weed eating, blowing and picking up debris.

Assist and or perform cement work, sidewalk repairs, curb repair, gutter repair.

Perform weekly janitorial services. Be able to perform minor plumbing repairs such as unstopping sinks and toilets and irrigation.

Prepare site, set up and attend all City functions.

Keep and maintain records of jobs performed and materials used.

Keep and maintain written operating and record unsafe or needed repairs to city playground area and equipment.

Must operate hand and power tools, including but not limited to wrenches, screwdrivers, hammers, saws, paint brushes and rollers, spray guns, air compressor, pneumatic tools, and miscellaneous lawn equipment efficiently and safely.

Employee must respond to changing from one task to another with little notice.

Employee must perform related work as required.

Minimum Qualifications

Experience in grounds maintenance work is preferred. Possession of a valid Florida Drivers License and completion of the Pinellas County Fertilizer Ordinance Class is required. Also, must possess the ability to work alone, demonstrate a sound work ethic, basic computer skills, basic use of hand tools and power tools, ability to carry out assignments with direction. Minimum computer skills. Must be pro-active.

Knowledge, Skills and Abilities

Some knowledge of the tools and equipment used in general maintenance work. Employee must have the knowledge of occupation hazards and safety precautions applicable to laboring work, wearing appropriate safety equipment, the ability to learn quickly, and the ability to understand and follow instructions. Physical strength and the ability to perform heavy manual labor, also, must have the ability to work with the public tactfully and diplomatically.

Emergency Declaration Status

Essential employees may be required to work during and immediately after declared and undeclared emergencies. On an incident by incident basis the Public Works Supervisor will make the final determination as to who will need to be on staff.

Essential Physical Skills

Employee must have the ability for constant standing, walking, kneeling, climbing, bending and squatting. Use of both hands and fingers, must have good hearing and vision in noisy and blurry conditions. Must be able to work indoors and outdoors in all types of weather situations. Must be able to lift 50 pounds. On rare occasions the work requires pushing, and lifting/carrying objects 51 pounds or more. Must be able to work on uneven and slippery surfaces, have good depth perception and reach above shoulders. Hearing: Ability to detect proper equipment operation and understand what others are saying in normal conversation, on the telephone,

and on the radio. Speaking: Ability to communicate orally with others and speak effectively.
Seeing: Ability to operate a vehicle and equipment.

Environmental Condition Requirements

Constant work outside under adverse weather conditions and on uneven surfaces, in or with moving objects, very frequently working in heat and high humidity, rain and in or with noisy conditions with fumes and or gasses, grease and or oils, in or with moving vehicles, with vibrations, odors, and working alone. Frequently works in dampness or coldness, in or with dusty conditions, with lawn maintenance chemicals, on slippery surfaces, and with feet or hands under water.

Work Hazards

Works on ladders and lifts, works around and with construction hand power tools, lawn equipment and other maintenance equipment with moving parts. Works in public areas under an environment of pedestrian and vehicular traffic. Works in close proximity of other employees.

Safety Equipment Used

Steel toe safety shoes, rubber boots and gloves, rainwear, hearing protection, eye protection, hard hat, safety vest, face shield, goggles, back support belt, and any other personnel protective equipment as required.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL INCLUSIVE LIST OF ALL THE RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDIED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, MANAGEMENT RESEVE THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Created: April 2015

Approved by Commission

Regular Commission Meeting

Approved by Commission

October 16, 2017 – Resolution 2017-20