

Town of Fort Myers Beach Job Description

Position: Maintenance Worker – Historical Properties

Department: Public Works/Culture, Parks & Recreation

POSITION SUMMARY

The Maintenance Worker – Historical Properties under the direct supervision of the Public Works Director in conjunction with the Culture, Parks & Recreation Director, provides general assistance in support of assigned operations including, but not limited to: designee for the general maintenance of streets, roadways, beach accesses, Newton Park, 216 Connecticut Street and Mound House and other Town properties. General manual labor; clean and perform routine maintenance of Town beaches, open spaces, and community service facilities. This position is funded by Tourist Development Tax Dollars, if funding depletes, position may deplete.

ESSENTIAL JOB FUNCTIONS

Constructs, maintains and repairs signage, parking lots, Rights of Way, small buildings, fences, trails, service roads, fire lanes, boardwalks, picnic sites, boat ramps, docks, beach accesses, streets and sidewalks and all other necessary facilities. Skilled in carpentry, plumbing, landscaping, irrigation and general building repair and maintenance. Maintains cleanliness of grounds and facilities. Operates a variety of equipment including chainsaws, lawn mowers, weed-eaters, blowers, ATVs, motor vehicles up to 2 ton class hauling debris, fill, etc., including attending appropriate training to securing valid certificates. Maintains the physical ability to assist in transporting lumber, supplies, etc., equivalent to 50 pounds singly and 100 pounds jointly.

Performs, as directed by Culture, Parks & Recreation Director and according to historical guidelines, custodial and routine repair and maintenance duties to beach access facilities, including public restrooms; sweeps, mops and buffs floors; vacuums carpet, rugs, steps and mats; cleans and sanitizes restrooms; cleans grounds; removes trash; cleans windows and furniture; performs minor and routine repairs to community service facilities, such as replacing lightbulbs, painting and patching drywall.

As directed, organizes and sets up chairs, tables, kitchen and other equipment for assigned events.

Follows the landscape plan for both Mound House and Newton Park as directed by the Museum Director and following the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes.

Recognizes plant communities. Implements site restoration projects such as reforestation and erosion control. Implements water resources management plan. Implements vegetation plans, recognizes communities and maintains optimum species control via physical, natural and chemical means.

Assists in emergency preparedness and evacuation activities as directed.

Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director or his/her designee.

Explains facilities and services provided for public use, enjoyment and education; meets visitors, answers questions, provides information and directions. Attempts to resolve visitor complaints while maintaining good public relations.

Prepares forms and reports on a wide range of subjects including fees, receipts, visitor use, visitor contacts, patrols, wildlife sightings and population counts, accidents, crisis and miscellaneous incidents, vehicle, boat and equipment operations, property records, purchase orders and requisitions, etc.

Coordinates and oversees work projects and capital improvements; prepares project pricing.

Answers telephone, operates radio equipment and maintains logs. Prepares forms and reports on a wide range of subjects including fees, receipts, visitor use, visitor contacts, patrols, wildlife sightings and population counts, accidents, crisis and miscellaneous incidents, vehicle, boat and equipment operations, property records, purchase orders and requisitions, etc. Coordinates and oversees work projects and capital improvements, prepares project pricing.

Explains facilities and services provided for public use, enjoyment and education; meets visitors, answers questions, provides information and directions. Attempts to resolve visitor complaints while maintaining good public relations.

Insures park rules are enforced pertaining to all natural, historical and archaeological facilities and resources and use thereof for the enjoyment of the visitor.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Assist with upkeep of Town facilities. Maintenance of Mound House, Newton Park and 216 Connecticut Street Parking Lot; and any Town owned or maintained facility.
- Operates, maintains and performs minor repairs of beach equipment i.e. vehicles, equipment, tools, garbage cans, etc.
- Performs all solid waste removal activities, including loading and unloading at Town facilities
- Identifies and notifies supervisor of problems on the beach, parks, streets and facilities.
- Recognizes plant communities. Implements site restoration projects such as reforestation and erosion control. Implements water resources management plan. Implements vegetation plans, recognizes communities and maintains optimum species control via physical, natural and chemical means.
- Insures park rules are enforced pertaining to all natural, historical and archaeological facilities and resources and use thereof for the enjoyment of the visitor.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED; supplemented by a minimum of five (5) years' experience that demonstrates extensive knowledge of street, building and environmental maintenance
- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent;

- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Ability to safely operate motorized tools, manual tools, and light equipment such as lawn mowers, weed eater, saws, drills, augers, tillers, compactors and emergency generators.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Ability to read and follow written, diagram and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Knowledge of the techniques and procedures used in streets, grounds, and facility repair and maintenance.
- Knowledge of occupational safety rules and practices.
- Knowledge of signage regulations and applications.
- Knowledge of proper care and maintenance of native vegetation.
- Ability to work in high traffic areas and deep trenches
- Ability to prepare documents, including inventory records, timesheets, material lists and other related documents.
- Constructs, maintains and repairs small buildings, fences, trails, service roads, fire lanes, boardwalks, picnic sites, boat ramps, docks and all other necessary facilities.
- Skilled in carpentry, plumbing, landscaping, irrigation and general building repair and maintenance.
- Maintains cleanliness of grounds and facilities.
- Operates a variety of equipment including chainsaws, lawn mowers, weed-eaters, blowers, ATVs, motor vehicles up to 2 ton class hauling debris, fill, etc., including attending appropriate training to securing valid certificates.
- Maintains the physical ability to assist in transporting lumber, supplies, etc., equivalent to 50 pounds singly and 100 pounds jointly.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular operating hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

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 intended to accurately reflect the position activities and requirements, management reserves 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.