

# Maintenance Worker

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City of St. Marks

Department: Public Works

Reports To: City Clerk

FLSA Status: Non-Exempt

Classification: Full-Time

Pay Range: based on experience and qualifications

## Position Summary:

The Maintenance Worker performs a variety of manual labor and skilled tasks to assist in the upkeep and repair of city infrastructure, facilities, and equipment. This position supports the City Clerk and contributes to projects related to roads, parks, stormwater systems, public restrooms, and city buildings.

## Essential Duties and Responsibilities:

- Assist in daily maintenance of city infrastructure, parks, and facilities.
- Perform mowing, trimming, edging, and general landscape care on public property.
- Clean and maintain city restrooms, boat ramps, parks, sidewalks, and rights-of-way.
- Operate small and large equipment such as mowers, a sidearm, trimmers, chainsaws, and light trucks.
- Assist with fire hydrant inspections, flushing, and minor maintenance.
- Perform basic plumbing, carpentry, painting, and facility upkeep.
- Assist with installation, inspection, and maintenance of backflow prevention devices under supervision.
- Maintain daily work logs and report completed tasks to the City Clerk.
- Observe safety protocols and report hazards or unsafe conditions immediately.
- Respond to after-hours emergencies when scheduled or assigned.
- Perform other related duties as assigned by the City Clerk or City Manager.

## Minimum Qualifications:

- High school diploma or GED.
- One (1) year of experience in maintenance, construction, or a related field preferred.
- Valid Florida driver's license required.
- Ability to obtain necessary training and certifications for backflow device assistance and other tasks, as required.
- Ability to obtain necessary training and certifications for Water Distribution Certification.
- Clean driving record.
- Ability to pass a drug test.

### **Knowledge, Skills, and Abilities:**

- Ability to understand and follow work orders and purchase order procedures.
- Basic knowledge of tools, equipment, and techniques used in general maintenance and landscaping.
- Ability to safely operate hand tools, power tools, and machinery.
- Willingness to work outdoors in all weather conditions.
- Physical ability to lift 50 lbs, bend, stoop, and stand for extended periods.
- Ability to follow instructions, complete assigned tasks independently, and work cooperatively with others.
- Attention to detail and ability to maintain clear records of work performed.
- Basic computer skills for logging maintenance records and preparing reports.
- Excellent organizational and recordkeeping abilities.
- Strong written and verbal communication skills.
- Knowledge of Florida public records and sunshine laws.
- Familiarity with municipal procedures, ordinances, and public meetings.