



Job Description for Maintenance Worker I

Polk City has an immediate opening for a **Full-Time Maintenance Worker I**. This position requires a strong emphasis in basic equipment maintenance and repairs & verifiable work experience.

GENERAL DESCRIPTION

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems. Operates equipment associated with mowing and landscaping operations which includes commercial zero turn lawn mowers (61in - 72in) as well as bush hogging and tractor mowing.

ESSENTIAL FUNCTIONS (Knowledge, Skills and Abilities)

Knowledge of equipment, facilities, materials, methods and procedures used in general maintenance, construction and repair activities; skill in operation of some of the listed tools and equipment; ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

QUALIFICATIONS (Education, Training and Experience):

Graduation from high school education or GED equivalent, and any equivalent combination of education and experience.

SPECIAL REQUIREMENTS: Possession of a valid Florida Class E drivers' license with a good driving record as determined by Polk City. Absence of non-prescribed controlled substances in the applicant's system as verified by a laboratory approved by Polk City.

PHYSICAL/ENVIRONMENTAL FACTORS: Must have the physical ability, strength and flexibility to perform the job functions in the work environment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

SALARY: DOQ

HOW TO APPLY:

Please submit a completed Polk City Employment Application, Resume and any supporting documentation to Polk City, Attn: Sheandolen Dunn, Human Resources, 123 Broadway Boulevard SE, Polk City, FL 33868 (863-984-1375, ext. 238 or Sheandolen.dunn@mypolkcity.org). Applications and a full job description will also be obtained from City Hall or by visiting the City's website (www.mypolkcity.org).

Veterans Preference

Veterans Preference' Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under (FS 295.07(2)(c)) will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.

CLOSING DATE: Open Until Filled

Polk City is an Equal Opportunity Employer and a Drug Free Workplace