



Marion County Board of County Commissioners

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RLE MAINTENANCE TECH EQUIPMENT OPERATOR

Department: MSTU
Pay Grade: 103/104/105
FLSA Status: Non-Exempt
Job Class: 8043
Risk Code: 5509

JOB SUMMARY

Responsible for performing semi-skilled manual work in the maintenance and/or construction of County roads, rights-of-way, and facilities including the operation of several types of small, light and medium equipment involved to ensure the safety and welfare of the general public.

ESSENTIAL JOB FUNCTIONS

- Cuts and trims grass, weeds, trees, plants, brush, and performs maintenance of landscaping at Rainbow Lakes Estates facilities, etc. Collects roadside litter and other debris, rakes leaves, clears ditches, manually loads and unloads materials at job sites, performs concrete work, performs asphalt patching, and removes fallen tree limbs.
- Performs such labor by operating various sized mowers, including batwings pulled by tractors, brush mowers, slope mowers, push-behind mowers, and zero turn mowers, as well as weed eaters, edgers, chainsaws, trimmers, chippers, and tractors.
- Uses various hand tools while performing maintenance and/or construction activities on Rainbow Lakes Estates roads, rights-of-way, and grounds.
- Operates and performs routine maintenance on various pieces of small, light, and medium equipment while performing maintenance and/or construction on Rainbow Lakes Estates roads, rights-of-way, and grounds.
- Assists in the setup of work zones and remains routinely responsible for performing flagging duties to ensure the safety of workers.
- Handles hazardous and non-hazardous materials required in the maintenance and/or construction of Rainbow Lakes Estates roads, rights-of-way, and grounds.
- Performs light to medium carpentry work that may involve working with wood products, measuring, cutting, and nailing wood in the repair and maintenance of doors, windows, casings, framing, steps, boat and fishing docks, fencing, and door/window screen repair.
- Work may include minor repair and maintenance of electrical systems, changing of light bulbs, reset circuit breakers, reset water and sewer system, alarms, battery replacement in smoke and fire alarms, repair of small, powered hand tools, changing air conditioning filters.

- Work may include installation in new construction and remodeling, maintenance, trouble shooting and repair of plumbing fixtures, water lines and sewer lines. Makes minor repairs such as replacing or repair to, o-rings, handles, valve flaps, shower heads, hose bibs, irrigation systems, faucets, drain traps, toilet seats, unplugging clogged sewer/drain line/toilets, clean and changing water system filters, reset water and sewer station alarms.
- Work may include the pressure washing of buildings, walkways, seats, piers, docks, and other structures for the purpose of cleaning. Light to medium painting of inside and outside of buildings and other structures, that may involve the use of all types of paints and other solvents for the purpose of cleaning and painting.
- Perform all custodial functions including, cleaning and sanitizing, cleaning windows and floors, vacuuming carpets, and emptying trash receptacles. Sets up and take down tables and chairs for large groups using rooms at assigned facility. Dusts walls, baseboards, furniture, and office equipment as well as strips and waxes floors using professional cleaning equipment and chemicals.
- Completes all required paperwork to include work reports, equipment and vehicle checklists and time sheets.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position may perform as a lead worker for a group of employees. May review the work product of others; provide direction, guidance, advice, and assistance to others on work assignments and ensure work assignment(s) is/are complete(d) as instructed, contacting supervisor for any questions or further direction.

QUALIFICATIONS

Requirements	Rainbow Lakes Estates Maintenance Technician / Equipment Operator I	Rainbow Lakes Estates Maintenance Technician / Equipment Operator II	Rainbow Lakes Estates Maintenance Technician / Equipment Operator III
Education	HS Diploma / GED preferred	HS Diploma / GED preferred	HS Diploma / GED preferred
Florida Driver License	Required	Required	Required
Class B CDL or higher	Not Required	Required	Required
Licensing	Maintenance of Traffic (MOT) Flagging, National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR within twelve (12) months	Maintenance of Traffic (MOT) Flagging, National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR required	Maintenance of Traffic (MOT) Flagging, National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR required
Core Equipment Certifications (within 12 months)	Chainsaw / Polesaw	Chainsaw, Polesaw, Zero Turn Mower, Wood Chipper, Tractor with Bushhog, Batwing I and II	Chainsaw, Polesaw, Zero Turn Mower, Wood Chipper, Tractor with Bushhog, Batwing I and II
	Zero Turn Mower		
	Wood Chipper	Backhoe	Backhoe
	Tractor with Bushhog	Boom Truck	Boom Truck
	Tractor with Batwing I and II	Single Axle Dump Truck	Single Axle Dump Truck
Experience	No experience required; or 1 year related experience and/or training; or equivalent combination of education and experience	3 years	5 years
Pay Grade	103	104	105
Stipends	Specialty Equipment Certifications earned following the latest Equipment Training and Certification Plan will earn a hourly stipend of \$0.10/hr for every group of 4 pieces of specialty equipment certified.		

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise some judgment in selection of procedures, methods, tools, or equipment to own work to accomplish tasks.
- Knowledge of gardening and ground maintenance principles and practices.
- Knowledge of tools, materials, and equipment used in grounds maintenance.
- Knowledge of all county regulations pertaining to the operation of assigned equipment.
- Knowledge of traffic regulations and practices followed in the safe operation of light motorized equipment.
- Knowledge of the safe materials handling principles associated with grounds maintenance and equipment operations.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit; will regularly be required to climb or balance, stoop, kneel, crouch or crawl; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear.

WORK ENVIRONMENT

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals; risk of electrical shock; vibrations; high, precarious places; and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.