

Title: Operations Support Worker II
PG: 18
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various Departments

Class Code: 8042
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is work that requires knowledge of grounds maintenance. Work involves the maintenance of City-owned properties. Work involves performing heavy manual labor, which requires the use of hand tools to assemble, install, and maintain equipment and city properties. As work experience is gained, employee in this class may be assigned to somewhat more difficult and responsible tasks. Work assignments frequently are detailed, and the work is subject to review while in progress and upon completion.

ESSENTIAL FUNCTIONS:

The following examples do not necessarily identify duties performed by any single incumbent. The information is intended to be descriptive of the responsibilities of the classification.

1. Performs routine grounds and road right-of-way cleaning and maintenance; cuts grass with power mowers, including small tractor mowers, push-type or small tractor mowers; cuts and hoes weeds; trims and prunes shrubbery and small trees; rakes leaves; edges curbs; sprays ditches for weeds; cleans and maintains garden equipment; loads trash and trimmings on truck. sweeps sidewalks; cleans floors.
2. Uses hand tools and small, power-operated tools on routine tasks.
3. Assembles, installs, and maintains playground and picnic equipment and fences.
4. Maintains baseball fields, soccer fields, and tennis courts and other miscellaneous recreational hard courts or turf areas.
5. Performs general custodial duties at public facilities to include the maintenance and repair of park and complex restrooms and drinking fountains.
6. Mixes and applies herbicides and non restricted pesticides.
7. Is involved with all phases of landscape installation and maintenance.
8. Operates light trucks and other motorized critical in grounds maintenance.
9. Greases and makes minor repairs on equipment; services and washes automobiles and trucks; digs ditches; repairs broken catch basins; cleans out storm sewer pipes and catch basins.
10. Performs simple carpentry, painting, electrical, plumbing and mechanical repair and construction work, often under the supervision of a skilled worker.

ADDITIONAL RESPONSIBILITIES:

1. May adjust and repair automatic and mechanical sprinkler system clocks, valves and sprinkler heads; replaces pipes.
2. May be required to maintain and repair tractor and other equipment as needed.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of tools and their uses.
2. Knowledge of the precautions necessary to work safely with and around mechanized equipment, hand tools and power tools.
3. Ability to understand and carry out oral and written instructions.
4. Ability to detect and report problems related to plants, such as diseases, lack of water, etc.
5. Knowledge of the use of motorized equipment.
6. Ability to establish and maintain effective working relationships with supervisors, City employees and the general public.

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WORKING ENVIRONMENT/CONDITIONS:

Requires light and heavy manual labor work that involves walking or standing most of the time, exerting up to 100 pounds of force on a recurring basis, and some driving of tractor mowers. The job requires exposure to hot/cold temperatures, adverse weather, toxic fumes, noxious odors and wet, humid conditions. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. May be required to obtain and maintain a valid state of Florida driver's license, a Class "B" Commercial driver's license may be required under certain circumstances and is required for promotion within this classification.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.