

NOTICE EMPLOYMENT OPPORTUNITY CITY OF WINTER HAVEN, FL

P.O. BOX 2277 - WINTER HAVEN, FL 33883
Phone (863) 291-5600 TDD (863) 291-5624

October 27, 2004

OPEN COMPETITIVE/PROMOTIONAL
MAINTENANCE OPERATOR I
(Streets Division)

ESSENTIAL JOB FUNCTIONS: Performs manual laboring work and safely operates Public Services' equipment to maintain streets, sidewalks and storm sewer systems. Works in an outdoor environment under varying weather conditions to perform duties that include mixing and pouring concrete; removing and replacing sidewalks; working with asphalt; patching potholes in streets; removing trash, trees and other vegetation from drainage ditches and along the right-of-ways. Cleans and assists in the repair and maintenance of storm sewer drains. Assists in fabricating and painting traffic signs and installs traffic signs in designated locations as directed. Safely operates pickup trucks, dump trucks, weed-eaters, tampers, painting equipment, sign making equipment and non-power tools to perform assigned duties. Washes, cleans and performs routine maintenance on the assigned equipment; checks fluid levels, tire pressure, filters, belts, etc. Completes and maintains written logs and records on work accomplished. May have contact with citizens regarding work performed. This is not intended to be an all-inclusive listing of essential job functions; the performance of other essential functions may be required.

KNOWLEDGE, SKILLS & ABILITIES: Knowledge of the operation, maintenance and use of Public Services' equipment such as pickup trucks, dump trucks, weed-eaters, tampers and other small power and non-power tools. Knowledge of traffic and highway safety rules and regulations. Knowledge of the hazards involved in the use of Public Services' equipment and of the safety precautions to be taken. Some knowledge of the maintenance of public right-of-ways. Ability to understand and follow written and oral instructions. Ability to complete and maintain records relating to the work performed. Physical strength and agility sufficient to perform strenuous laboring tasks under varying weather conditions.

MINIMUM EDUCATION & EXPERIENCE: One (1) year experience in the operation and maintenance of Public Services' equipment used in the maintenance of public right-of-ways. An equivalent combination of training and experience determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS: Possession of, or the ability to obtain within sixty (60) days of employment, a valid Florida Class B driver's license. Must have a good driving record as determined by the City of Winter Haven.

SALARY RANGE & BENEFITS: \$9.15 - \$13.84 per hour; twelve (12) vacation days per year; twelve (12) sick days per year; ten (10) paid holidays; three (3) personal days off per year. Medical and dental plan available. City pension plan and social security coverage provided.

CONTACT: City of Winter Haven, HR Office; **CLOSING DATE:** November 10, 2004.

"EQUAL EMPLOYMENT OPPORTUNITY"