

General Service Worker



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.

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JOB SUMMARY

~~Under the general supervision of Department staff.~~ Performs routine manual work and custodial duties of city-assigned facilities in the Parks and Recreation Department. Includes considerable initiative and the ability to accomplish tasks independently. Under the general supervision of Department staff.

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ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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- Performs and maintains routine custodial duties of assigned facilities.
- Assists with the day-to-day operation of assigned City facility.
- Performs set up and break down in various City facilities according to daily schedule, planned events, meetings facility rentals, etc.
- Opens and closes facilities as needed.
- Performs a variety of physical labor tasks, depending on the area of assignment.
- Performs minor unskilled maintenance work.
- Assists with preparations and clean-up of citywide events and programs.
- Purchases and maintains cleaning supplies and equipment needed to complete assigned work.
- Assists in unskilled maintenance and general upkeep of Department vehicles and facilities.
- Reports maintenance concerns or hazards to a supervisor.
- Adheres to safe handling of equipment and tools utilized to perform duties.
- Assist in emergency management preparations and operations.
- Assist in driving department vehicles for programming and events.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or ~~G.E. Equivalent;~~ A minimum of supplemented preferably by one (1) or more years of experience in a related field; or an equivalent combination, training and experience.

~~Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.~~ Must have a valid state of Florida driver license. Must be able to obtain Commercial Driver License (CDL) with passenger endorsement.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills, and Abilities:

- Knowledge of city operations and department functions.
- Knowledge of safety rules and safe handling of custodial tools and equipment.
- Knowledge of city policies and procedures.
- Skill in using simple hand tools.
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events.
- Ability to communicate effectively with supervisors, co-workers, and the public.
- Ability to provide excellent customer service.
- Ability to work with minimal supervision.
- Ability to establish and maintain effective and cooperative working relationships.
- Ability to work a designated work schedule, including evenings, weekends, and holidays.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve some lifting, carrying, pushing, or pulling of objects and materials of light to moderate-heavy weight (10–50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise

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extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils, and other cutting substances.