



**City of Venice, Florida
Job Announcement No. 1804**

Classification Title: Municipal Service Worker

Department: Public Works

Division: Maintenance

**Pay Grade: Level I (AFSCME) 116
Level II (AFSCME) 118**

FLSA Status: Non-Exempt

General Statement of Job

Performs unskilled/semi-skilled manual labor, as well as skilled tasks in areas of operations and property maintenance as assigned.

City Expectations:

All City of Venice employees are expected to demonstrate **PRIDE** in their jobs by being **Productive, Responsible, Innovative, Dedicated and Ethical**.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

Level I (Grade 116)

1. Operates motorized construction and maintenance equipment as assigned.
2. Transports supplies, tools, or other material to and from job site.
3. Performs the installation, maintenance, repair or replacement of all related components of the department operations as directed.
4. Maintains assigned records and report forms required by the City and/or regulatory agencies accurately and legibly.

Level II (Grade 118)

5. In addition to all functions performed at Level I, a Municipal Service Worker II:
- a. Installs and repairs airport navigational aids and devices in compliance with FAA/FDOT/City standards. (Airport-Maintenance)
 - b. Assists with constructing, placing and maintaining road signs on all City roads and right of ways. (PW-Maintenance)
 - c. Tests chemicals and performs maintenance of all city fountains on a daily basis. (PW-Parks)

Responsibilities:

Responsible for individual safety and appropriate use/care/maintenance of tools/equipment used. Responsible in work to assigned foreman or designated supervisor.

Minimum Education and Training

Level I (Grade 116)

High school graduate or equivalent.

Level II (Grade 118)

High school graduate or equivalent. Two years' maintenance experience related to areas of relevant operations and functions.

In addition, the Municipal Service Worker II for the PW-Parks Division must possess a Public Swimming Pool Technician Certificate and have some knowledge of landscape installation and renovation. Required to maintain certification. Class 'B' CDL preferred.

Minimum Qualifications and Standards Required

Skill Requirements:

Knowledge of applicable methods, materials, equipment and techniques. Ability to operate motorized equipment. Awareness of occupational hazards and safety precautions. Ability to understand and follow oral and written instructions and maintain/interpret records, prints, maps, plans, and diagrams. Ability to establish and maintain effective working relationships with supervisors, subordinates, fellow employees, and the general public. For Engineering; laser transit experience, roadside ditch, or concrete experience preferred. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of-state applicants have 30 days from start of employment to attain a valid Florida Driver's License.

Physical Requirements:

Ability to sit, stand, walk, climb, bend, stoop, and lift. Physical exertion large part of job. Ability to work both indoors and outdoors in all kinds of weather and for prolonged periods

of time. Must have good eyesight and hearing with or without aids. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is performed both indoors and outdoors during all types of weather conditions. May also work in roadways where vehicle traffic hazards exist.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

**Salary Range: \$25,957.36 – \$37,897.60/ANNUAL
\$12.4795 - \$18.2200/HOUR
(Level I - AFSCME Grade 116)**

**\$27,807.10 – \$40,596.40/ANNUAL
\$13.3688 - \$19.5175/HOUR
(Level II - AFSCME Grade 118)**

(Except as may be provided in Article 9 of the AFSCME Agreement for promotion, transfers, demotions, etc.)

PLEASE NOTE: Any interested applicant must make written application (online at www.venicegov.com or on paper) to the Administrative Department before 4:00 pm on the closing date, which is Friday August 25, 2017.

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

The City of Venice Is an Equal Opportunity Employer