



# HAINES CITY

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## POSITION ANNOUNCEMENT

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**POSITION TITLE:** Transportation Maintenance Worker

**DATE OPENED:** 06/30/16

**DEPARTMENT:** Public Works

**HIRING RANGE:** \$11.00 to \$16.50 (Hourly DOQ)

**POSITION FUNCTION:** Under the direction of the Transportation Superintendent, performs duties necessary to support the Transportation Division to ensure the proper construction, repair and maintenance of streets, roadways, bridges, sidewalks, driveways, walking paths, curbs, gutters and storm drainage systems.

**ESSENTIAL DUTIES:**

1. Performs duties necessary to support the Transportation Superintendent to ensure the proper construction, repair and maintenance of streets, roadways, bridges, sidewalks, driveways, walking paths, curbs, gutters and storm drainage systems. Duties include setting forms; pouring, shoveling and finishing concrete work; raking asphalt; and pothole repair (hot or cold patch).
2. Performs duties to construct, repair and maintain inlets, water feature structures, and storm flumes and structures. Duties include, but are not limited to, the installation, repair and maintenance of boat ramps, storm pipe and inlets, baffle boxes, and bridges. Responsible for illegal discharge inspections.
3. Assists with the proper maintenance of City grounds, green spaces, retention ponds, right-of-ways, and common and other areas of City owned property and/or facilities providing for a safe and aesthetically pleasing environment. Duties include, but are not limited to, mowing, trimming, edging, sodding, landscaping, baffle box clean out and maintenance, painting, lighting, trash and debris removal, and pond and outfall inspections. Responsible for safely using and proper care and maintenance of all tools and equipment necessary to complete projects, assignments and/or tasks.
4. Performs additional duties as assigned.

**KNOWLEDGE/SKILLS/ABILITIES:** Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED, and three (3) to five (5) years work related experience in Construction, Streets, or related field are required. Must exhibit attention to detail, accuracy, and safety. Must be able to communicate and present oneself in a professional manner. Ability to establish and maintain effective working and professional relationships with City employees and officials, and the general public. Ability to take and follow oral instructions. Ability to read and understand instructions and product directions. Ability to work under high demands, short time constraints, and pressure of a fast paced work environment. Ability to work during weekends and night time events and hours of operations. Skilled in operating ride and push mowers, graders, landscaping equipment and hand held and/or power tools. Must possess a Valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

All applicants must complete an employment application and submit it to the City of Haines City Human Resources Department in order to be considered for employment. Applications and job announcements are available at [www.hainescity.com](http://www.hainescity.com). Positions are considered "Open Until Filled," unless otherwise specified.

**Our Mission**

*"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."*

**P.R.I.D.E.**

Professionalism • Responsiveness • Integrity • Diversity • Ethics