



# HAINES CITY

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## POSITION ANNOUNCEMENT

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**POSITION TITLE:** Part-time Plant Maintenance Worker

**DATE OPENED:** 03/03/2017

**DEPARTMENT:** Utilities

**HIRING RANGE:** \$10.00 (Hourly DOQ)

**POSITION FUNCTION:** Under the direction of the Maintenance Supervisor, performs duties necessary to support the Maintenance Division in performing routine or preventative maintenance at water and wastewater facilities to include, but not limited to, routine checks, painting, mowing, weed eating, oil pump bearings, grease floats, cleaning out lift stations, running generators, cleaning grit screens, and odor control methods.

**ESSENTIAL DUTIES:**

1. Performs duties necessary to support the Maintenance Division in performing routine or preventative maintenance at water and wastewater facilities to include, but not limited to, routine checks, oil pump bearings, grease floats, cleaning out lift stations, testing generators (e.g. run hours, fuel levels, etc.), repacking seals, greasing motors, cleaning grit screens, turbine oil changes, hose washout storage tank, and odor control methods.
2. Performs facility and grounds maintenance duties. Duties include, but are not limited to, painting, mowing, weed eating, trimming trees, landscaping, edging, and building maintenance and set-up.
3. Assists Pump & Motor Technicians and Pipeline Repair Technicians whenever needed with the repair, installation, replacement and maintenance of pumps and motors and pipeline for water and wastewater equipment and systems. Responsible for appropriate signage and/or traffic markers and being a flag man.
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 one (1) year work related experience in facility and plant maintenance or related field is required. Must exhibit attention to detail, accuracy, and safety. Must be able to communicate and present oneself in a professional manner. Ability to understand and follow written or verbal instructions and/or directions. Ability to read, write and keep logbooks, inventory records, logbooks, purchase orders and work requests. Ability to establish and maintain effective working and professional relationships with City employees and officials, and the general public. Ability to work under high demands, short time constraints, and pressure of a fast paced work environment. Ability to respond to emergency call-out. 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). Position is 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