

## City of Venice, Florida Classification Description

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Classification Title: Municipal Service Worker

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**Department:** Public Works

**Division:** (1) PW/Maintenance  
(2) PW/Parks

**Pay Grade:** Level I (AFSCME) 118  
Level II (AFSCME) 120

**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 118)**

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 120)**

5. In addition to all functions performed at Level I, a Municipal Service Worker II:
- a. Assists with constructing, placing and maintaining road signs on all City roads and right of ways. (PW/Maintenance)
  - b. 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 118)**

High school graduate or equivalent.

**Level II (Grade 120)**

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.

In addition, the Municipal Service Worker II for the PW/Maintenance Division must possess a Florida Maintenance of Traffic (MOT) Certificate.

**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. Possess a valid Florida Driver's license, free of any serious violations.

**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 aides. 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.