

TOWN OF LADY LAKE, FLORIDA VACANCY ANNOUNCEMENT

JOB TITLE

Public Works Operator I- Streets and Facilities

JOB DESCRIPTION

Semi-skilled manual labor position.

SALARY

This position pays a salary of \$32,760-\$52,416 annually. It is a non- exempt position.

BENEFITS

The Town provides 100% paid employee health insurance, dental insurance, long-term disability, life, and accidental death insurance. The Town also provides 50% paid dependent health insurance, a 401a retirement plan that is fully vested after three years, paid time off, and paid holidays. Employees have the option of purchasing additional life insurance, short-term disability insurance, accident insurance, critical illness insurance, and vision insurance at reduced rates.

CLOSING DATE

This position will remain open until filled.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Road maintenance, patch holes with asphalt or lime rock, trims and clears trees, brush and vegetation, mow right-of-ways, maintain retention ponds, installs street signs, maintains storm water systems, and other maintenance functions as needed. Removes and installs concrete.
2. Loads and unloads heavy material from trucks. Moves equipment and large bulky objects. Performs custodial duties.
3. Operate light to medium equipment. Operates dump and flatbed trucks, tractors, mowers and other equipment as needed.
4. Maintain grounds. Rakes grass, waters plants, fertilizes and weeds flowerbeds. Shapes hedges, trim trees, shrub and cuts grass. May operate tractor-mower in mowing grass on right-of-way.
5. Performs preventative maintenance and services equipment as scheduled. Maintains shop in clean and sanitary condition.

6. Observes traffic control safety devices as necessary to ensure safe working conditions and procedures; directs traffic and place traffic signs as required.

7. Perform on-call and post disaster response duties when needed.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.]

MINIMUM QUALIFICATIONS

1. Knowledge of tools and equipment used in construction and maintenance, and performs minor repairs.
2. Knowledge of occupational hazards connected with construction and maintenance work.
3. Ability to learn new methods of operating and maintaining tools and equipment.
4. Ability to perform manual labor and effectively operate construction equipment.
5. Ability to understand and follow instructions.
6. Ability to perform mathematical functions needed to complete tasks.
7. Ability to perform basic electrical and plumbing tasks.
8. Skilled in using hand tools.
9. Knowledge of traffic and work zone safety policies and procedures to ensure safe working conditions for self and staff.
10. Knowledge of proper street sign installation.

EDUCATION AND EXPERIENCE

- High School Diploma or General Education Degree (GED) equivalency

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Possession of a valid Florida Driver License.

ESSENTIAL PHYSICAL SKILLS

1. Ability to move over 45 pounds.
2. Ability to pull, push, walk, stand, kneel, bend, balance, and stoop.
3. Ability to climb ladder.
4. Ability to effectively, safely and efficiently operate equipment as needed.

ENVIRONMENTAL CONDITIONS

- Works inside and outside in varying weather conditions.
- Exposure to dust and dirt, odors, and electricity.
- Works on slippery surfaces, uneven surfaces, and below ground level in a ditch.

[Reasonable accommodation will be made for otherwise qualified individuals with a disability.]

NOTES

All positions are regular full-time unless stated otherwise. Employment applications for vacant positions may be submitted at Town Hall, by [email](#), or online through the application portal. Each application must include the position title, and each position requires a separate application.

All submitted materials are subject to public disclosure by the Florida Public Records Act. The Town is an equal opportunity employer and a drug-free workplace.