

TOWN OF LAKE PLACID, FLORIDA
CLASSIFICATION TITLE:
HORTICULTURE MAINTENANCE WORKER

PURPOSE OF CLASSIFICATION

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of the horticulture islands developed by Keep Lake Placid Beautiful on US 27, Interlake Boulevard and Main Avenue with occasional tasks at Lake June Park.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Mows, weeds, installs and removes and maintains plants, installs and removes mulch, and monitors island areas for needs and communicates same to Town Administrator
- Operates horticulture equipment such as mowers, weed eaters, chain saws, lifts, and hand tools as needed.
- Operates town motor vehicles as needed along with Kabota type transportation to the areas of operation.
- Occasionally maintains horticultural islands parks and open spaces in recreation areas as needed.
- Able to repeatedly lift up to 50 pounds.
- Maintains a professional appearance complimentary to being a town employee and maintains a polite composure when dealing with citizens and other town staff.
- Must be able to work and perform tasks outside in all ranges of weather.

OTHER DUTIES:

- Performs other related duties as required.

SUPERVISION EXERCISED: None.

May supervise community service workers or temporary employees as assigned.

DESIRED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

(A) Experience with horticultural maintenance.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

(A) Some knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs; working knowledge of first aid and applicable safety precautions.

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- (B) Skill in operation of listed tools and equipment.
- (C) Ability to work independently and to complete daily activities according to work schedule.
- (D) Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- (E) Ability to communicate orally and in writing.
- (F) Ability to use equipment and tools properly and safely.
- (G) Ability to understand, follow and transmit written and oral instructions.
- (H) Ability to establish effective working relationships with employees, supervisors and the public.

SPECIAL REQUIREMENTS

- (A) Valid state driver's license or ability to obtain one.
- (B) Employee in this position will be subject to the city's substance abuse policy.

PERFORMANCE APTITUDES

General knowledge of the Town of Lake Placid streets and parks

Ability to help out where needed.

May require announced or unannounced overtime work and the ability to respond to call-out work during non-working hours for emergencies. All town employees must agree to be available in the event of an emergency. Employees during a catastrophic event may be assigned to other areas temporarily.

ADA COMPLIANCE

Lifting 5-50 pounds. Able to carry 50 or more pounds. Reaching above shoulders, use of fingers, both hands required, climbing (use of legs and arms), good near vision, good distant vision, both eyes required, depth perception, distinguishing basic colors, good hearing (with or without hearing aid), walking, standing, bending, stooping, driving (cars, small vans, pick up trucks, etc.).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus..

WORK ENVIRONMENT

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Outdoors working with power equipment and soil.

ENVIRONMENTAL CONDITIONS

This position is a great opportunity for someone who enjoys working outdoors, year round. The selected applicant would be working with others and at time working unaccompanied.

SALARY & BENEFITS

Town Council adopts a new budget each year. All benefits and wages may vary at those times although benefits usually improve overall.

The position currently pays \$11.40 per hour. State retirement is paid by town with 3% by employee. Health insurance is currently provided at 100%, paid. The position has vacation benefits at 2 weeks per year accrual, with sick leave benefits and paid Holidays.

CONTACT PERSON

Town Administrator

Town of Lake Placid
1069 US 27 North
Lake Placid, FL 33852
Phone: 863-699-3747
Fax: 863-699-3749

The Town of Lake Placid Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer during the interview.

EMPLOYEE INITIALS/DATE _____