



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

Position: PUBLIC SERVICE WORKER II-STREETS
Requisition: 14-008
Department: Public Works
Position #: 0074-004
Opening Date: December 9, 2014
Closing Date: December 23, 2014 or until filled
FLSA Status: Non-Exempt
Hourly Pay Range: \$13.48 min. per hour - \$16.85 mid. per hour

GENERAL DESCRIPTION:

Under general supervision, performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in construction, operation, repairs, maintenance, and replacement of City street, sidewalk, and storm drainage systems that includes but is not limited to landscaping duties. Operate a variety of power equipment as required for the job. Routinely provide immediate supervision over Public Service Worker I and part-time employees. Reports to Public Service Supervisor or designee.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Repairs and maintains City sidewalks and curbing.

Repairs dips, potholes, and other road obstructions including replacement of asphalt when necessary.

Performs ground maintenance activities including planting, mowing, sodding, weeding, etc.

Performs manual labor and other minor tasks.

Installs, repairs, and maintains irrigation systems and components.

Operates maintenance equipment including dump trucks, skid loaders, pickup trucks, riding lawn mowers, weed eaters, and related equipment.

Performs preventive maintenance on equipment and tools.

Exercises care and safety in the use of equipment and tools required to complete assigned tasks.

Assures the establishment of safe work zones and compliance with all applicable safety requirements.

Performs simple maintenance on vehicles and equipment.

Supervises and trains Public Service Worker I and part-time workers.

Interacts with the public to assist in the assessment of and timely correction of any and all complaints.

Interacts and communicates with Public Works supervisors, employees, and the public.

Cleans City canals, catch basins, and drains of debris as needed.

Reads maps, measures distance when locating utility lines and meters.

Prepares simple reports, records, and takes compute readings.

Operates motorized vehicles and equipment, including pickup trucks, utility trucks, skid loader, street/concrete cutter, stripping machine, chainsaws, common hand and power tools; shovels; picks; telephone, two-way radio and other tools and equipment depending on the location of the position.

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same.

Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc.

Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Identifies or assists in identifying alternative solutions to routine problems or situations.

Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors.

Seeks experienced advice where appropriate.

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities.

Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Attends and remains at work regularly and adheres to City policies and procedures regarding absences and tardiness.

Provides adequate notice to higher management with respect to vacation time and time-off requests.

Assumes responsibility for completing assigned work.

Completes assigned work within deadlines in accordance with directives, City policy, standards and prescribed procedures.

Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the City.

Maintains high standards of accuracy in exercising duties and responsibilities.

Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Maintains an effective working relationship with all supervisors, co-workers and the public.

Shares knowledge with managers, supervisors and staff for mutual and City benefit.

Contributes to maintaining high morale among all City employees.

Develops and maintains cooperative and courteous relationships with department employees, staff and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the City and to project a good City image.

Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City.

Emphasizes the importance of maintaining a positive image within the City.

Interacts effectively with higher management, professionals and the public.

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies.

Sees that the standards are not violated.

Maintains a clean and orderly workplace.

Completes work in the time frame given by supervisor.

Avoids duplication of effort.

Estimates expected time of completion of elements of work and establishes a personal schedule accordingly.

Attends required meetings, planning sessions and discussions on time.

Implements work activity in accordance with priorities and estimated schedules.

Responds to emergencies 24 hours a day.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of equipment materials, methods and procedures used in ground maintenance, stormwater, or street maintenance, depending on the location of the position;

Skilled in operating required tools and equipment.

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Requires the ability to read a variety of work orders, equipment instructions, maps, safety warnings, etc.

Must be able to speak with clarity, voice control and confidence and to articulate information to others.

Requires the ability to coordinate hands and eyes accurately in using specialized machinery and to operate motor vehicles.

Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

Education & Experience Requirements:

High School diploma or GED equivalent and Two (2) years in ground maintenance or streets, depending on the location of the position. Supervisory experience preferred. Valid State of Florida Class "B" CDL with Air Brake endorsement and satisfactory driving record throughout employment history.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 use hands, fingers, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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.

While performing the duties of this job, the employee regularly works in the outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high places, precarious places and occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056**

Or

Fax to: (305) 474-1286