



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 9/2/2022 Meeting Date: 9/8/2022

Name: Brandon Stubbs Department: Human Resources

Approved By:

A handwritten signature in blue ink, appearing to read "Brandon Stubbs", is written over a light blue horizontal line.

1. Nature and purpose of agenda item:

Revising the job descriptions to remove the Supervisory and CDL requirements. In addition, the changes will remove the educational requirements for the On Call positions. These changes will allow the Cuty to consider a broader applicant pool.

2. Recommended Motion/Action:

Approval of the revised position descriptions.

3. Fiscal impact on current budget.

This item has no effect on the current budget.

MAINTENANCE TECHNICIAN I, ON CALL TOURNAMENT WORKER
LANDSCAPE AND PARKS DEPARTMENT

MAJOR FUNCTION:

This ~~is supervisory and is~~ manual work ~~in directing and~~ participating in ~~landscape and~~ park maintenance on various County properties. The scope of work ~~will is primarily weekends~~ ~~maintaining include~~ ball fields, ~~roadside~~ parks, ~~boat ramps,~~ playgrounds and any other county facility where maintenance is required. ~~An employee is responsible for planning, assigning and supervising the work of a group of employees engaged in a variety of routine grounds keeping and similar tasks.~~ Duties require the exercise of ~~some~~ independent judgment in planning work methods, ~~and completing work scheduling work assignments, and reviewing the work of subordinates.~~ Work is checked by the Landscape and Parks Director for compliance with special instructions and general directions.

ESSENTIAL FUNCTIONS:

Follows assignments ~~and supervises the work of a group of employees~~ engaged in landscape and park maintenance; ~~makes frequent inspections to determine if work is properly done, keeps records and makes reports to administrative superior, issues cleaning supplies, keeps records and makes reports to administrative superior,~~ these functions require speaking, hearing, reading and editing. ~~Trains new employees and p~~ Participates in such duties as sweeping, mopping, ~~stripping and waxing floors;~~ cleaning of bathrooms and toilets; dusting, emptying waste baskets and vacuuming floors; maintains the lawns and grounds of various County sites. Periodically pressure washes the outside of County facilities, cleans boardwalks and walk bridges; sets up Pole Barn for reserved gatherings. Maintains ~~necessary records and prepares required reports relating to personnel, supplies, equipment and work performed.~~ ~~ball fields during tournaments on weekends and holidays.~~

Must be able to learn, understand and abide by all Landscape and Park Maintenance Standard Operating Procedures, Rules and Regulations and County Personnel Policies and Procedures. Must be able to understand and follow oral and written instructions.

Must be able to operate equipment such as lawnmower, edger, weed eater, blower, hand saw, drill, buffing machine, carpentry tools, hand tools and other equipment as required

~~Some knowledge of general plumbing, carpentry and electrical work is required~~

~~Performs minor repairs on lawn equipment and playgrounds~~

This position requires oral communication

NON-ESSENTIAL FUNCTIONS:

Performs related work as required

WORK ENVIRONMENT:

Ability to perform physical work related to the position. Work may be performed without direct supervision. Tasks which are performed indoor will cause exposure to various chemicals and

noxious fumes. Tasks performed outdoor will cause exposure to insects, heights, confined areas, wildlife and extreme weather conditions. Responsible for the satisfactory and safe operation of all types of equipment.

TRAINING AND EXPERIENCE:

Must be at least 18 years of age and willing to learn. Experience in grounds keeping or similar maintenance work or any equivalent combination of experience is preferred but not required.

Experience in landscape and turf maintenance preferred.

MAINTENANCE TECHNICIAN I, ON CALL TOURNAMENT WORKER– LANDSCAPE AND PARKS DEPARTMENT PAGE TWO OF TWO

TRAINING AND EXPERIENCE:

High School graduate or its equivalent, at least 18 years of age. Two (2) years experience in a supervisory position of two or more employees; and one (1) year experience in grounds keeping or similar maintenance work or any equivalent combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform all job functions.

Experience in landscape and turf maintenance preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to train and supervise subordinates in a manner conducive to full performance and high moralefollow directions for assignments during tournaments. Knowledge of materials, methods and practices used in large scale grounds keeping. Ability to follow plans, assignments and supervise work of a group of employees engaged in maintenance work. Ability to maintain accurate records, reports and logs. Ability to learn, understand and abide by all Maintenance Standard Operating Procedures, Rules and Regulations and County Personnel Policies and Procedures. Ability to understand and carry out oral and written instructions. Ability to communicate with fellow employees and the general public. Ability to take a team work approach to the job by cooperating with others, offering to help others when needed and considering larger organization or team goals rather than individual concerns. Ability to work long hours.

ESSENTIAL PHYSICAL SKILLS/DEMANDS:

Must be able to lift a minimum of fifty (50) pounds

Requires the ability to climb stairs and ladders, pushing, pulling, reaching overhead, bending, kneeling and crawling

Must be able to use both hands while in various positions of walking, standing, stooping and sitting while performing essential duties

Acceptable eyesight and hearing (with or without correction) to safely perform essential functions.

PROFESSIONAL LICENSES:

Possession of a valid Florida driver's license required.

~~CDL Class B Florida driver's license preferred but not required.~~

Pay Grade 5, 107-108

Non-Exempt

BCC APPROVED: 03/17/1994; 08/02/2006; 06/07/2007; 09/15/2016

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MAINTENANCE TECHNICIAN I LANDSCAPE AND PARKS DEPARTMENT

MAJOR FUNCTION:

This is ~~supervisory and~~ manual work in directing and participating in landscape and park maintenance on various County properties. The scope of work will include ball fields, roadside parks, boat ramps, playgrounds and any other county facility where maintenance is required. An employee is responsible ~~for planning, assigning and supervising the work of a group of employees engaged in a for a~~ variety of routine grounds keeping and similar tasks. Duties require the exercise of some independent judgment in planning work methods ~~and~~; scheduling work assignments ~~and reviewing the work of subordinates.~~ Work is checked by the Landscape and Parks Director for compliance with special instructions and general directions.

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Must be able to operate equipment such as lawnmower, edger, weed eater, blower, hand saw, drill, buffing machine, carpentry tools, hand tools and other equipment as required

Some knowledge of general plumbing, carpentry and electrical work is required-preferred.

Performs minor repairs on lawn equipment and playgrounds

This position requires oral communication

Must be able to work occasional weekends for tournaments.

NON-ESSENTIAL FUNCTIONS:

Performs related work as required

WORK ENVIRONMENT:

Ability to perform physical work related to the position. Work may be performed without direct supervision. Tasks which are performed indoor will cause exposure to various chemicals and noxious fumes. Tasks performed outdoor will cause exposure to insects, heights, confined areas, wildlife and extreme weather conditions. Responsible for the satisfactory and safe operation of all types of equipment.

**MAINTENANCE TECHNICIAN – LANDSCAPE AND PARKS DEPARTMENT
PAGE TWO OF TWO**

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Experience in landscape and turf maintenance preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

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CDL Class B Florida driver's license preferred but not required.

Pay Grade 5, 107, 108

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