

**COLUMBIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
135 NE HERNANDO AVENUE, SUITE 203  
EMPLOYMENT OPPORTUNITY**

**POSITION TITLE: MAINTENANCE TECHNICIAN I, LANDSCAPE AND PARKS DEPARTMENT  
FULL TIME POSITION**

**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 variety of routine grounds keeping and similar tasks. Duties require the exercise of some independent judgment in planning work methods, 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.

**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.

**PROFESSIONAL LICENSES:**

Possession of a valid Florida driver's license required.  
CDL Class B Florida driver's license preferred but not required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to train and supervise subordinates in a manner conducive to full performance and high morale. 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.

**SALARY: \$10.98 HOURLY PLUS BENEFITS**

**DEADLINE FOR RECEIVING APPLICATIONS: 10/13/2020**

Each applicant is required to submit a completed County Application for Employment. Successful applicant must be able to pass a pre-employment medical exam, physical agilities, drug screening, & criminal history check. Applications should be submitted to:

HUMAN RESOURCES OFFICE  
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
P. O. BOX 1529  
LAKE CITY, FLORIDA 32056-1529  
(386)719-2025; TDD (386)758-2139  
AN EEO/AA/VP/ADA EMPLOYER

**MAINTENANCE TECHNICIAN I – LANDSCAPE AND PARKS DEPARTMENT**  
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**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, issues cleaning supplies, keeps records and makes reports to administrative superior, these functions require speaking, hearing, reading and editing. Trains new employees and 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.

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 office equipment and furniture

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.

**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.