

# CITY OF CLEWISTON

## JOB POSTING

**Job Title:** Facilities Maintenance Worker - Public Works  
**Reports To:** Public Works Superintendent and PW Director

### Summary

Manual labor in the daily upkeep and maintenance of city owned facilities and buildings.

### Duties & Responsibilities

- Performs preventative maintenance on all City facilities
- Renovates interior and exterior walls, ceilings, and roofs on existing buildings
- Repairs and refinishes furniture, builds cabinets, bookcases, shelves and other millwork.
- Replace windows, hang doors and patch walls
- Paint and maintain facilities
- Operate power tools
- Replace A/C filters and light fixtures
- Mix and pour concrete
- Maintain records and files reports pertaining to assigned work
- Any other duties that might be assigned by supervisor

### Supervisory Responsibilities

This job has no supervisory responsibilities

### Other skills and abilities

- Good judgment and discretion when representing the City to public and employees.
- Capable of working with minimal supervision.
- Capable of working outdoors.
- Capable of performing detailed and accurate work.
- Must have oral and written communication skills.
- Must have organizational skills.
- Must have an understanding of construction principals.
- Ability to work off of a ladder or scaffold

### Physical Demands

While performing the requirements of this job you will have to be able to drive a car or light truck, sit, stand, stoop and walk in an outside environment. The employee will frequently have to lift and/or move up to 70 pounds.

### Certificates and Licenses

- Valid Florida Drivers License
- High School Diploma

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, high or precarious places. A good attitude and team spirit is essential to this position. Knowledge in electricity and plumbing would be a plus for this position.