



CITY OF MIAMI SPRINGS  
Human Resources Department

NOTICE OF OPEN COMPETITIVE RECRUITMENT

**MAINTENANCE WORKER I**

(Full-time/Civil Service Position)

ANNUAL SALARY: \$27,352

MUST APPLY IN PERSON BY OCTOBER 28, 2016, at 4 PM

**General Description:**

This classification performs a variety of unskilled or semi-skilled work in the maintenance of public buildings, landscapes, grounds, parks, street lights, alleys, sidewalks, rights-of-way, and/or storm drainage facilities.

**Minimum Requirements:**

- One year of related work experience
- High school graduate or equivalent
- Valid Florida driver's license (CDL license preferred) with a good driving record
- Must be at least 18 years old
- Possess ability to speak and understand oral and written instructions in English

**Duties and Essential Functions:**

- ✓ Operates mowing and other landscape maintenance equipment. May operate a truck or other heavy automotive equipment.
- ✓ Performs heavy manual tasks for extended periods of time. Digs trenches, pours/removes concrete, makes street repairs, plants trees and shrubs, and assists in tree trimming. Removes and replaces sod, sprinkler heads, catch basins, etc.
- ✓ Cleans up public grounds and areas around buildings. Empties outdoor trash/recycling receptacles. Maintains culverts, gutters, ditches, swales, drains, canal banks, etc.
- ✓ Performs routine maintenance tasks, such as painting, repairing furniture, changing light fixtures, installing shelves, and performing rough carpentry.
- ✓ Lifts and moves boxes, furniture, and heavy supplies and equipment. Assembles office furniture and equipment. Cleans, inspects, and maintains assigned equipment. Reports defects or needed repairs to supervisor.
- ✓ Performs other duties as required. Performs all duties in conformance with appropriate safety and security standards.

**Applicants must apply in person Monday through Friday, 8 AM to 4 PM, at the following location:**

City of Miami Springs  
Human Resources Department  
201 Westward Drive  
Miami Springs, Florida 33166  
(305) 805-5009

**At the time of application, all applicants must present:**

- A completed and signed job application
- A valid Florida driver's license
- Proof of high school graduation or equivalent (such as a high school diploma, GED, or transcripts)

The job application must be completed in full and submitted with all required documents. Applications/resumes submitted for City employment are a matter of public record governed by Florida law. The job application may also be found on the City of Miami Springs website at: <http://www.miamisprings-fl.gov/humanresources>. No faxed or emailed applications will be accepted. Applicants seeking Veterans' Preference must present form DD214 at the time of application.

Prior to employment, candidates will be required to pass a comprehensive criminal background check and medical examination with drug screening.

*The City of Miami Springs is an equal opportunity employer and does not discriminate on the basis of gender, race, color, marital status, age, religion, national origin, disability, veteran's status, or sexual orientation. Individuals with disabilities needing reasonable accommodation in the recruitment and/or selection process should make their request to the Human Resources Department.*

**THE CITY OF MIAMI SPRINGS IS AN ALCOHOL/DRUG-FREE WORKPLACE**