

**CITY OF HAINES CITY
JOB DESCRIPTION**

**DEPARTMENT: PARKS DEPARTMENT, PUBLIC WORKS
REPORTS TO: PARKS SUPERINTENDENT, STREETS FOREMAN,
SUPERINTENDENT WATER DISTRIBUTION W/W COLLECTIONS**

SERVICE WORKER IV

GENERAL DESCRIPTION:

This is a supervisory and working position in maintenance and repair of specific Departments. Work requires supervision of personnel. Employee performs some record keeping involving maintenance activities. Duties are performed under the general supervision and performance is evaluated through observation and inspections.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Parks Department

Works with and supervises a crew in performing all phases of work pertinent to park maintenance operations.

Details work assignments for crew workers.

Inspects and records data from mow routines, athletic fields, turf management and other inspections.

Duties to include but not limited to the construction and repairs of areas such as irrigation systems, athletic fields, cemeteries, fences, landscaping and equipment.

Assists in planning of projects, budgets and maintaining budget expenditures, purchases supplies and equipment.

Evaluates employee performance and progress and makes recommendations to the Assistant Parks Superintendent and the Parks Superintendent involving efficiency of assignments and employee.

Performs related non-essential duties as required.

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Public Works

Streets

Repairs storm drains.

Maintains street lights and street repair.

Performs maintenance on equipment.

Performs tree trimming

Replaces and repairs sidewalks.

Cleans ditches and swells.

Grades dirt roads.

Performs related non-essential duties as required.

Public Works

Utilities

Maintains and repairs water distribution and waste water systems.

Installs water service and meters.

Install sewer service.

Oversees cross connection and fire hydrant programs.

Performs related non-essential duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES, AND SKILLS:

Working knowledge of hazards involved and the use of proper safety procedures. Ability to operate various pieces of small and heavy equipment including but not limited to backhoes, aerators, tractors, reel mowers, top dressers, bucket trucks, etc. Possess some experience with irrigation systems and turf management construction and repairs. Ability to communicate effectively and give both oral and written directions; keep records for various park activities; establish and maintain working relationships with other employees and the public; and perform manual labor when required. Must be physically capable to perform essential functions as required.

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TRAINING AND EXPERIENCE:

High school diploma or GED. Combination of training and experience which provides the required knowledge, abilities and skills.

Special Requirements:

Possession of a valid Florida driver's license and one (1) year of supervisory experience.

Revised December 2006