



CITY OF OKEECHOBEE

JOB DESCRIPTION

AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: MAINTENANCE OPERATOR

Department:	Public Works	Type:	Full-Time
Department Head:	City Administrator	Salary Range:	\$39,758.63-\$44,728.46, DOQ
Supervised by:	Maintenance Foreman	Opening Date:	July 27, 2026
Supervision Duties:	None	Closing Date:	August 7, 2026, 4:30 P.M.
FLSA Status:	Non-Exempt	Union Status:	N/A

The job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. The duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

NATURE OF WORK

Performs skilled and/or semi-skilled operation of some heavy-duty construction equipment, tractor-mower, small trucks, dump truck, and other light automotive equipment as well as operates power and hand tools in connection with landscaping maintenance; street maintenance and repairs; and drainage control.

1. ESSENTIAL FUNCTIONS

- Operate, dump truck, backhoe, chipper, tractor, and smaller mobile equipment as well as a variety of hand and power tools.
- Operate equipment used in landscape maintenance including mowers, trimmers, and edgers.
- Patch paved roads and streets; construct and repair sidewalks and curbs.
- Clear and maintain rights-of way; install and maintain signage.
- Lay culvert, dig and clean ditches; load and/or haul asphalt, fill dirt, etc.
- Assist in temporary traffic control as required for road closures, parades, or other events
- Repair and maintain landscaping; troubleshoot, repair, and maintain sprinkler systems.
- Perform preventative maintenance on equipment.
- Repair and maintain manholes and storm drains.
- Perform related work as required.

2. QUALIFICATIONS

A. Knowledge of:

- Operation of tools and equipment used in the construction and maintenance of streets, curbs, and sidewalks, including but not limited to hand tools, gas powered tools and equipment, and both gas- and diesel-powered vehicles.
- Operational standards for automotive, vehicular, and special equipment utilized in municipal operations.
- Occupational hazards and safety precautions of equipment use and repair.
- English usage, spelling, grammar, and punctuation.
- Basic computer skills, including use of software programs such as Microsoft Word, Outlook, and Excel.

B. Ability to:

- Drive vehicles with manual transmissions.
- Operate a variety of tools and/or equipment (automotive, vehicular, and special equipment) used in the maintenance and repair of construction-type work, including but not limited to streets, curbs, rights-of-way, and sidewalks, including but not limited to hand tools, gas powered engine tools, equipment and vehicles, diesel powered engine tools, equipment, and vehicles.
- Perform manual labor related to the operation of assigned equipment or task in all weather conditions.
- Perform assigned tasks in a safe manor in all conditions including adverse weather, traffic or other adverse conditions including the proper use of personal protective equipment
- Understand, interpret, and effectively carry out complex oral and written directions and instructions.
- Conform with and abide by all City and departmental regulations, policies, standard operating procedures, and

instructions.

- 7) Maintain effective working relations with others.
- 8) Spell and use correct grammar.
- 9) Speak calmly and distinctly in stressful situations.
- 10) Multi-task in stressful and normal situations; organize all duties assigned.
- 11) Hear and distinguish the spoken word at ordinary auditory thresholds.
- 12) Control personal emotions and reactions.
- 13) Communicate effectively, orally, and in writing with the public, elected officials, department heads, other employees of the City, and employees of other governmental agencies.
- 14) Apply good judgement, to deal with co-workers, supervisors, and the public, some of whom may be irate and unreasonable effectively and diplomatically.
- 15) Perform job responsibilities in a timely manner to meet established deadlines.
- 16) Physically and mentally, work independently.
- 17) Display total discretion when dealing with subjects of a confidential nature always maintaining the City's best interest.

3. MINIMUM QUALIFICATIONS

A. Education and Experience:

- 1) High school diploma or equivalent.

B. Licenses, Certificates, Additional Requirements:

- 1) Must be at least 18 years of age.
- 2) United States Citizen or a resident alien of the State of Florida.
- 3) Hold a valid Florida Driver's License (three-year clean driving record and maintained after employment).
- 4) Must have, and maintain after employment, an active account with a financial institution for required participation in payroll direct deposit.
- 5) Pass pre-employment substance screening and complete health physical upon being offered employment.
- 6) Pass background investigation and reference check.

4. TOOLS AND EQUIPMENT USED

Personal computer including word processing, spreadsheets, and email; able to research and obtain information via the internet, motor vehicle, multi-line telephone system, radio, fax machines, printers, scanners, copy machines and miscellaneous office equipment and accessories.

Heavy equipment including but not limited to dump truck, backhoe, tractors, mowers, and bulldozers. Vehicles including a variety of sizes of pick-up trucks, cars, and SUVs. A variety of hand tools, power, and manual types.

5. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential work. Work is performed primarily in outdoor settings in all weather conditions including active roads and streets or other hazardous locations. Hand-eye coordination is necessary to operate computers, office equipment, heavy equipment, and hand tools. Required to drive City vehicles while at work and drive to training and/or education classes.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, or hear. The employee is required to use hands to handle, finger, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, and smell. Must have sufficient physical strength and ability to lift, move, and carry objects weighing up to 100 pounds and to repeatedly lift, move, and carry objects weighing more than 100 pounds with assistance independently and repeatedly. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

6. WORK ENVIRONMENT

This job consists of work situations that are of a repetitive and non-repetitive nature. The noise level in the work environment can range from quiet to very loud. There may be distracting background noise from multiple phones ringing and conversations. Many complex decisions are based on concrete and abstract variables requiring accuracy. The employee must have the ability to report

for work on time and be able to work extended hours when required by supervisors, including holidays, evenings, weekends, or any other period not included in the employee's regular shift schedule. This position may require work outside normal operational hours and emergency call out. Public Works is an essential City function and may require mandatory work outside normal business hours in response to storms or other emergency situations as determined by the Public Works Director.

7. WORK LOCATION AND HOURS

Cleveland Lamb Public Works Facility, 500 Northwest 11th Avenue.

This is a designated 7-day, 40-hour work week with two 15-minute breaks and a 30-minute unpaid lunch break. The Department hours of operation are Monday through Thursday 6:30 AM to 5:00 PM.

8. ADDITIONAL INFORMATION:

- A. **Evaluation Period:** Successful candidates will be on a new hire probationary/evaluation period for a minimum of 6 months, to allow a period for an evaluation of ability, work habits and conduct. The Public Works Director has authority to dismiss the new employee without notice and without cause being given. *Employees are not authorized to use accrued annual leave hours while on new hire probation.
- B. **Drug Testing Policy:** The City is committed to providing a safe work environment for all its employees. The abuse of alcohol and drugs is a national problem which impairs the safety and health of employees and the public, promotes crime, and harms the entire community. To maintain the highest standards of morale, productivity, and safety, the City has instituted a drug and alcohol-free workplace program.
- C. **E-Verify:** To comply with Federal and State law, the City participates in E-Verify. All newly hired employees are queried through this electron system established by the Department of Homeland Security and the Social Security Administration to verify their identity and employment eligibility. Any employment offer is contingent upon compliance for Form I-9 completion timelines and confirmation of employment authorization by E-Verify.
- D. **Benefits:** An excellent benefits package accompanies the City's competitive salaries and opportunity for continuing professional development. Our employees enjoy the many advantages of living in South Florida with its wonderful sub-tropical climate, exceptional year-round recreational opportunities, and the following benefits:
 - Health Insurance (City currently pays coverage for employee and contributes toward family/spouse premiums)
 - Group Life and Disability Insurance (City pays coverage for employee). Additional policies can be added at group rates by the employee
 - Additional variety of insurances may be obtained at group rates by the employee through payroll deduction (examples are, but not limited to, legal, cancer, long term illness, dental, and vision)
 - Job Connected Injury Benefits
 - Uniforms Furnished
 - Paid Leave Benefits* (accruing 96.0 hours annual leave and 96.0 hours sick leave per year, plus other types)
 - Twelve 8-hour Paid Holidays per year
 - Available Credit Union membership
 - Defined Member Benefit Pension Plan, participation required. Contributions by City and employee.
 - 457 Deferred Plan (employee contribution)
 - Direct Deposit Bi-weekly Payroll (mandatory participation required)
- E. **Veterans' Preference:** Former military personnel, or their spouse, that have been verified as a "Veteran" under Florida Administrative Code Rule 55A-7.009 will receive an interview if they meet the minimum competency factors of the position. The Veterans' preference laws do not guarantee the Veteran a job. Positions are filled with the best qualified candidate as determined by the hiring Department Head.

CONTACT: *Heather Prince, Human Resources Generalist*

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