



**The Village of El Portal
Public Works/Maintenance Staffer**

Department: Public Works
Job Type/Salary: Full Time / \$31,000.00 annually
ELSA Status: Exempt

JOB SUMMARY

Under regular supervision, performs a variety of general maintenance and repair task in the Village of El Portal (Village). Operates a variety of equipment in construction, repairs and maintenance to ensure a safe, attractive and functional environment for employees and the public.

This position interacts with the public and answers questions responsibly and accurately from citizens and refers them to the appropriate personnel.

ESSENTIAL JOB FUNCTIONS

- Represent Village/Public Works department in intergovernmental meetings and participates in collaborative efforts with other municipalities and governmental agencies for Village of El Portal
- Prepare quote packages for public works and maintenance needs of the Village
- Oversee contractor repairs and improvements
- Operate a variety of hand and power tools.
- Perform custodial work such as cleaning and maintaining office areas, floors, restrooms, and building exteriors as needed
- Remove trash/garbage from all areas of public building, facilities, parks and Village right of ways
- Monitors condition of building and function of equipment; reports any need for maintenance or repairs
- Performs other functions such as raising/lowering flag, setting alarm systems, update Village marquee signs with Village information, securing building at close of day, and running Village errands.
- Assist in moving furniture and fixtures as requested.
- Actively employs safety processes and procedures while performing job functions.

- Maintain El Portal bus shelter per Miami-Dade County interlocal agreement
- Repair or secure contractor for Village sidewalks and roads, such as pothole repairs, repairs signs and other Public Works functions
- Respond to emergency situations as necessary; remove trash, debris, and dead animals from roadways
- Set up meeting rooms for meetings, events, etc., as requested
- Responsible for maintaining Village Public Works and Code Enforcement vehicles, keeping them up to date with maintenance, fuel, and interior and exteriors cleaning.

QUALIFICATIONS

Education and Experience:

- Minimum educational requirement - High School diploma or GED.
- Minimum experience - One (1) year previous experience and/or training
- Equivalent combination of education, training and experience may be considered.

Licenses or Certifications:

Must possess and maintain a valid Florida driver's license.

Special Requirements:

- Must be fluent in English, with advanced skills in grammar. Ability to communicate in Spanish or Creole is preferred. Must be computer literate and able to write reports and initiate and respond in a timely manner to emails.
- Incumbent must complete a background investigation and security clearance, physical examination, and a drug screening test.

The Village of El Portal follows the U.S. Equal Employment Opportunity Commission enforcement of Federal laws prohibiting employment discrimination. These laws protect employees and job applicants against employment discrimination when it involves:

Unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. Harassment by managers, co-workers, or others in the workplace, because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Denial of a reasonable workplace accommodation that the employee needs because of religious beliefs or disability. Retaliation because the employee complained about job discrimination, or assisted with a job discrimination investigation or lawsuit.