



**CITY OF NORTH LAUDERDALE**  
Is seeking qualified applicants for the position of  
**Grounds Maintenance Worker I (PR)**  
**Grade 39 (Salary Range \$28,324 - \$48,741)**

<b>Open and Competitive</b>
Opening Date <u>11/15/2018</u>
Closing Date <u>Open Until Filled</u>
1 <sup>st</sup> Review Date <u>11/29/2018</u>

This is semi-skilled manual work in caring for, cleaning, clearing, and improving grounds and park amenities. An employee in this class participates in varied tasks involving caring for and improving public grounds. Work extends to removing debris and waste from parks, maintaining ball-field diamonds and other playing fields, planting shrubbery, mowing and edging lawns, trimming trees and shrubbery, and caring for playground equipment and other recreational facilities.

Additional duties include operating and maintaining light power equipment and performing light maintenance on buildings and facilities. Work assignments are received verbally, by general work order, in writing or in detail as work progresses. Work is reviewed through observation of the quantity and quality of results attained.

### **ESSENTIAL JOB FUNCTIONS**

- Planting, mowing, watering, and trimming lawns in municipal parks and grounds, plants trees and shrubbery; removes dead trees.
- Operates municipal vehicles and mowing equipment assigned to the Parks and Recreation Department to ensure that municipal areas are clean, grounds properly mowed and trimmed.
- Prepares ball fields for play; trimming and edging diamonds, observes sprinklers and watering of playing fields; hauls and spreads clay and/or dirt to maintain infield; maintains any and all sanitary facilities.
- Ensures that recreational facilities such as playgrounds, tennis courts, basketball courts, etc. are in safe, playable condition at all times.
- Operates hand held tools and grounds maintenance equipment.
- Restoration and repair of sod, trees, shrubbery, mulch, etc.
- Participates in performing semi-skilled and unskilled manual tasks.

### **ADDITIONAL JOB FUNCTIONS**

- Digging and refilling ditches.
- May operate other construction tools and equipment that may be required.
- Attends in-service training when required.
- Performs related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Methods, materials, and practices used in landscaping, grounds maintenance and clearing.
- Vehicle and mowing equipment operation assigned to the department.
- Skill in the use and care of grounds maintenance and automotive equipment.
- Principles and methods of operating the assigned equipment.
- Occupational hazards of the types of work performed, and of necessary precautions to be followed.
- Safety procedures in the use of tools and equipment.

Ability to:

- Operate assigned equipment safely and efficiently.
- Perform manual work under hot and humid conditions.
- Understand and follow oral and written instructions; express ideas accurately, clearly and effectively.
- Perform work requiring strength and dexterity.
- Meet work schedule and attendance standards.
- Establish and maintain effective working relationships with other employees and the public.

### **DESIRABLE EXPERIENCE AND TRAINING**

- High school diploma or GED.
- Experience in grounds maintenance care of parks and landscaping.
- Valid Florida driver's license required.

### **PHYSICAL REQUIREMENTS**

Tasks involve the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching. The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

### **ENVIRONMENTAL REQUIREMENTS**

Tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g. heat, humidity, inclement weather. Some tasks include working in and around potentially hazardous environments and/or chemicals, where heightened awareness to surroundings and observance of established safety precautions are essential in avoidance of injury or accident.

### **DISCLAIMER**

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

**Oral Interviews** – Date and time to be determined (by invitation only)

**Submit application:** Online: <https://selfservice.nlauderdale.org/MSS/employmentopportunities/>

or

City of North Lauderdale - Human Resources Department  
701 S.W. 71<sup>st</sup> Avenue, North Lauderdale, FL 33068  
Fax: (954) 724-6975  
E-Mail: [llarrieux@nlauderdale.org](mailto:llarrieux@nlauderdale.org)  
Website: [www.nlauderdale.org](http://www.nlauderdale.org)

**In-House Applicants:** If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain why you are eligible for this position.

## EMPLOYMENT INFORMATION

*(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)*

### **AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:**

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

### **APPLICATIONS:**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

### **CHANGE OF ADDRESS:**

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

### **EMPLOYMENT STANDARDS:**

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

### **EXAMINATION RESULTS:**

Scores and standings on eligible lists will not be given upon request.

### **HIRING PROCEDURES AND SELECTION:**

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

### **PRE-EMPLOYMENT DRUG SCREENING:**

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

### **PROBATIONARY PERIOD:**

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

### **RESIDENCE REQUIREMENT:**

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

### **TRAVEL AND RELATED EXPENSES:**

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

### **VETERAN'S PREFERENCE:**

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates MUST submit a copy of separation papers (FORM DD-214) at the time the application is filed.

## EMPLOYEE BENEFITS

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

### **VACATION:**

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

### **SICK LEAVE:**

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

### **HOLIDAYS:**

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

### **WORKING CONDITIONS:**

The basic work week is five days, 40 hours for most Divisions.

### **HEALTH PLANS:**

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

### **ADDITIONAL BENEFITS:**

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

### **SALARY:**

The salary range for each position is listed on the examination announcement.

### **CREDIT UNION:**

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.