



**CITY OF BROOKSVILLE**  
**JOB DESCRIPTION**

**POSITION TITLE: Maintenance Technician I**  
**DEPARTMENT: Public Works**  
**DIVISION: Streets and Drainage**  
**SUPERVISED BY: Streets Field Supervisor**

**JOB SUMMARY/OVERVIEW OF THE POSITION:**

This is a skilled technical position responsible for the maintenance, repair, and construction of City streets, drainage systems, rights-of-way, and related infrastructure. Work includes operation of light and heavy equipment, traffic control setup, and maintenance of stormwater facilities. Duties require proficiency in operating hand and power tools, dump trucks, backhoes, skid steers, mowers, and other specialized equipment. This position may work nights, weekends and holidays as assigned. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

**ESSENTIAL JOB FUNCTIONS:**

- Perform maintenance, repair, and construction of asphalt and concrete roadways, sidewalks, curbs, gutters, and drainage systems.
- Maintain exterior landscape within City limits performing duties including but not limited to: mowing, edging, etc.
- Move equipment, load and unload heavy material from trucks and large bulky objects.
- Keep track of and maintain City equipment, including rolling equipment (mowers), hand tools, power tools and materials use in the course of the job including barricades, cones and other work zone safety equipment.
- Perform all types of repairs, and manual labor related to streets, curbs, sidewalks, and storm drainage.
- Operate city vehicles, pickup trucks, flat-bed crew trucks, and dump trucks.
- Use hand tools, quickie saws, jackhammers, compressors, plate tamps, etc., in opening and closing trenches.
- Work safely in congested traffic areas with potentially dangerous equipment.
- Responsible for inspection and safe utilization of vehicles, safety equipment, and apparel in accordance with standard operating procedures within the division.
- Work safely, diligently and responsibly at completing assigned duties.
- Work cooperatively and complementary with assigned co-worker.
- Comprehend and implement verbal and written orders and assignments in English.
- Clean interior and exterior of public buildings and property.
- Perform other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City.
- On-Call Duty: Employees designated as on-call must adhere to the established City On-Call Policy and their department's Standard Operating Procedures (SOPs) regarding on-call procedures, expectations, and response requirements.
- May report to the Maintenance Tech II or III in some assignments as directed.
- All other duties as assigned.

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

- General knowledge of departmental and municipal rules, regulations, policies, and procedures.
- General knowledge of asphalt, sidewalk, and storm drain repair and maintenance.
- General knowledge of occupational hazards, safety rules, and practices of the work.
- Ability to perform a variety of semi-skilled manual tasks.
- Ability to use a variety of hand, power, and small engine tools.
- Ability to operate equipment and vehicles in a safe manner under various conditions.
- Ability to establish and maintain effective relationships with employees, supervisors, city officials, and the general public.
- Ability to communicate information tactfully and impartially, both in person and in writing with all staff, city officials, and the general public.
- Ability to demonstrate proficiency in the City of Winter Park Core Competencies.
- Ability to understand and follow oral and written instructions and keep accurate records.
- This position is performed with general knowledge – incumbent is generally familiar with information contained in relevant source documents or in a particular subject field, can seek additional resources for further information.
- This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force repetitively to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping.
- Ability to ascend/descend stairs, scaffolds, and ladders.
- Ability to traverse about a variety of environments and obstacles throughout the city, with or without reasonable accommodation.
- Ability to remain stationary at jobsites for extended periods of time and repetitively operate related equipment for repairs/maintenance.
- Ability to position oneself to work in confined or difficult to reach spaces.
- Ability to manipulate objects, demonstrate small, precise movements, and operate necessary equipment such as small hand and power tools repetitively or continuously.
- Tasks may require frequent exposure to adverse environmental conditions including inclement weather, sun, extreme temperatures, odors, dirt and dust, loud noises, and hazardous chemicals, etc.
- Tasks require the manipulation of objects and demonstration of small, precise movements, the ability to detect and distinguish various features of one's surroundings, and the ability to effectively communicate and exchange information with others.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

## **MINIMUM REQUIREMENTS LISTED AS FOLLOWS:**

**PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal

conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (20) lbs.

**EDUCATION, TRAINING AND EXPERIENCE:** High School Diploma or equivalent; supplemented by a minimum of one year of general labor experience, preferably in a streets maintenance/repair role. An equivalent combination of education, training and experience, which provide the necessary knowledge, skills and abilities and other competencies required for the position may be considered.

**CERTIFICATIONS, TRAINING, SPECIAL REQUIREMENTS:** Possess and maintain a valid State of Florida Commercial Driver’s License, Class B or higher with air brake endorsement, or have the ability to get a CDL Permit within 3 months of hire and the ability to get the license within the following 12 months.

**ADA STATEMENT:** *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

**DRUG-FREE WORKPLACE:** *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

**VETERANS' PREFERENCE:** *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

<b>HR INFORMATION</b>	<b>REVISION DATE: 10/2025</b>
<b>FLSA STATUS: Non-Exempt</b>	
<b>PAY GRADE: SEE CURRENT PAY GRADE SCALE</b>	