



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

JOA #: 20-15 **Position #:** 221030 **Posting Date:** 9/15/20 **Application Deadline:** Until filled
Position Title: Facilities and Fleet Assistant **Starting Salary:** Up to \$32,323.30
Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

High school diploma or equivalent, and one year's experience in construction or maintenance field. A valid driver's license is required. The successful candidate must demonstrate the ability to operate and maintain power equipment and hand tools necessary to carry out assigned duties and responsibility. Basic computer skills required.

Special Abilities:

Job requires regular strenuous, physical exertion in an indoor and outdoor setting, including, but not limited to: enduring inclement weather conditions and general exposure to elements; regular lifting of construction materials, fencing materials, metal/wooden gates, tree boxes/bags, etc., other natural debris and other heavy/light equipment and material/supplies over 50 pounds for extended periods of time.

Description of Position:

This position reports directly to the Facilities Superintendent and assists in the recordkeeping, maintenance and repair of the District's building, grounds, vehicles and equipment.

Grounds Maintenance

Performs all exterior grounds maintenance including but not limited to:

- Monitors, responds to and updates Facilities Help Desk system.
- Cuts grass and trims edges around driveway, sidewalks, parking lot, hedges, plants, shrubs, trees and building with line trimmer.
- Trims hedges using hand and gas-powered hedge trimmers.
- Cleans, pickups and disposes of debris and garbage.
- Plants and fertilizes shrubs.
- Prune's trees using pole saw or chain saw.
- Clean sidewalks, curb, parking bumpers and buildings with pressure cleaner, as directed.
- Blow off sidewalk, parking lot and driveway using a back-pack style blower, as needed.

Fleet Maintenance

- Maintains and monitors District Fleet Records to ensure District assets are being maintained according to manufacturer service schedules.
- Maintains exterior and interiors of District head quarter vehicles.
- Performs routine maintenance and safety checks of District vehicles.
- Delivers and pickups District vehicles from repair and maintenance shops.

Building Maintenance

- Performs non-routine cleaning of office space and bathrooms.
- Replaces light switches/fixtures, electrical outlets, light bulbs, fluorescent light ballast.
- Cleans condensate pan, inspect air handler unit.
- Changes HVAC air filters on a scheduled basis.
- Performs and assist in minor construction and repairs to District buildings and property including electrical, plumbing and structural.
- Cleans and paint interior and exterior of all buildings.

Equipment Maintenance

- Performs minor repairs and maintenance of District equipment such as replace tubes, tires, belts, change oil and oil filters.
- Must be able to safely operate all powered equipment including zero turn lawn mower and rental equipment.

General Duties

- Moves furniture and other office equipment.
- Picks up, stores and disposes of surplus property.
- Assists in annual property inventory.
- Sets up for and cleans after District events.
- Delivers supplies to all divisions.
- Assists Facilities Superintendent with District wide safety inspections.
- Each morning's task includes opening maintenance shop and turning off security lighting.
- Empties recycle containers, maintains recycle area and delivers recycle items to recovery centers.
- Restocks divisions with copy paper as requested.
- Identifies and responds to any unreported overnight damage or cleaning issues.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nfwwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.