



The Town of North Redington Beach is seeking to fill the position of Public Works - Grounds outlined as follows:

The Public Works - Grounds position is responsible for:

1. Maintenance of public areas of the Town;
2. Litter control;
3. Maintenance of records of mowing, storm drain cleaning, and swales;
4. Maintain vehicle and equipment;
5. Assistance with town functions/events;
6. Assistance to other public works employees as directed;
7. In the absence of other public works employees, filling in to see all necessary jobs are accomplished;
8. Maintenance of good relations with the residents and business people of the community.

PUBLIC AREAS:

- Maintain the landscaping in each park, cul de sac, and median including mowing, weeding, edging and reasonable trimming.
- Repair and Maintenance of sprinkler systems.
- Oversight of necessary chemical applications to maintain landscaping.
- Restock dog waste disposal bags in parks.

LITTER:

Litter removal from public areas within the Town including, but not limited to:

- Beaches
- Storm drain catch basins
- Parks, cul de sacs, medians
- Parking areas including Bath Club Concourse
- Streets
- Swales and dry retention areas

RECORDS:

- Maintain records of each time each park, swale, median, cul de sac, etc. is mowed and how removal of grass clippings is accomplished.
- Maintain records of litter removal from storm drain basins.
- Complete and submit checklists weekly and vehicle maintenance forms on the first of each month.

VEHICLES AND EQUIPMENT

- Clean and inspect vehicle weekly. Keep equipment clean and properly maintained mechanically.

TOWN FUNCTIONS/EVENTS:

- Support town functions/events as needed to assure success.

ASSIST PUBLIC WORKS:

- The Public Works Grounds position shall assist all town staff in any and all areas as needed.

PUBLIC RELATIONS:

- It is the duty of all personnel to maintain good relations with the residents, property owners and business people of the community and to assist them when possible.

ADDITIONAL:

- Fill in as necessary in the absence of other public works employees to assure all necessary functions are accomplished.
- Assist other Staff and Commission as necessary.

Full Time Position/Work Hours: Monday – Friday 7:00 am – 3:30 pm

The position will have a starting salary of \$20/hr with health insurance, FRS pension, paid holidays, sick time and paid vacation time after one year of employment.

Interested applicants should complete the application and return with a resume to deputyclerk@townofnrb.com.