

## **TOWN OF SEABROOK ISLAND**

2001 Seabrook Island Road  
Seabrook Island, SC 29455

Job Description: **Maintenance Crew Member**

### **Position Type**

Full-Time (37.5 Hours Per Week) with Full Benefits

### **Salary**

\$50,000.00 to \$72,500.00 (Annual)

### **Work Hours**

Monday to Friday, 8:00 am to 4:00 pm

### **FLSA Status**

Non-Exempt

### **Job Summary**

Under general supervision, the Maintenance Crew Member performs general custodial duties and skilled maintenance and repair of all facilities and grounds owned and/or maintained by the Town. Examples of work include, but are not limited to, mowing, trimming, edging, landscaping, fertilizing, planting, litter pick up, debris removal, beach maintenance, irrigation system maintenance, sign maintenance, vehicle and equipment maintenance, facility maintenance, and minor repairs. The Maintenance Crew Member reports to the Maintenance Director.

### **Minimum Training & Experience**

- A minimum of a high school diploma, or equivalent, plus elementary technical training, acquired on the job or through one year or less of technical or business school. An associate degree is preferred.
- A minimum of one year's experience in landscape maintenance, facilities maintenance, or a similar field is required.
- Must possess a valid South Carolina Driver's License.
- Successful candidate must be self-motivated, highly organized, able to perform multiple tasks concurrently, and able to work independently and as part of a team.
- The Town reserves the right to consider any combination of relevant education and experience that demonstrates a candidate's ability to successfully perform the duties of the position.
- The successful candidate will be subject to a pre-employment criminal background check, drug screening, and employment verification.

### **Desirable Knowledge, Skills and Abilities**

- Knowledge of plants, trees, turf-grass, soil conditions, and seasonality in the South Carolina Lowcountry/coastal plain region.

- Knowledge of ornamental horticulture, landscape design, plant nomenclature, pesticide/herbicide applications and handling, grounds maintenance, and basic irrigation system maintenance.
- Knowledge of the methods, materials, tools, and equipment used in landscaping and grounds maintenance work.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge of modern office practices and technology.
- Basic understanding of building systems, including electrical, mechanical, and plumbing.
- Ability to work flexible hours when needed due to weather interruptions or delays.
- Ability to assist in the repair and/or troubleshoot specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, and vehicles with skill and safety.
- Ability to lift up to fifty (50) pounds at times.
- Ability to access and inspect areas of buildings and grounds, including possible tight quarters.
- Ability to take initiative to fulfill duties under supervision.
- Ability to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers.

### **Job Duties**

Duties include, but are not limited to the following:

#### Facility Maintenance

- Installs, removes, and maintains holiday decorations and lighting.
- Assists with disaster preparation and response activities, including, but not limited to, the installation of storm panels and other protective measures and post-event clean-up and repairs.

#### Landscape Maintenance

- Performs general maintenance of landscaped areas, grounds, pathways, and rights-of-way which are owned and/or maintained by the Town, including Seabrook Island Town Hall, public bike and pedestrian pathways, and the Seabrook Island Road public right-of-way, including:
  - Turf maintenance: Mowing, edging, trimming, pruning, weed control, overseeding, sod replacement, and vehicle rut repairs.
  - Tree maintenance: Inspection, trimming, limbing, and removal.
  - Ornamental shrub and bed maintenance: Inspection, pruning, fertilization, weed control, and pine straw application.
  - Seasonal flower and plant bed maintenance: Planting (annuals and perennials), pruning, watering, fertilization, weed control, and removal.
  - Bike and pedestrian area maintenance: Daily inspection and servicing of all trash cans and dog waste stations.

- Irrigation system maintenance: Performs regular testing, maintenance, and repairs to the Town's irrigation system, including, but not limited to, sprinkler heads, lines, hoses, control valves, connectors, clocks, timers, and rain gauges.
- Litter and debris removal: Daily inspection, removal, and disposal of trash, downed branches, vegetative debris, construction materials, dead animals, clippings, dead plants, and other organic and non-organic debris from all Town property.
- Disease and insect control: Regular inspection of all turf areas, trees, shrubs, flower beds, etc., for signs of disease and insect infestation (including, but not limited to, fire ants) and applying treatments to minimize or abate such conditions.
- Performs general maintenance to fencing, signage, outfalls, ditches, and other structures on Town-owned property and within Town-maintained rights-of-way.

#### Vehicle and Equipment Maintenance

- Performs routine maintenance on a variety of equipment, including, but not limited to, vehicles, backhoe, mower, tractor (with implements), tiller, spreader, string trimmer, blower, hedge shears, edger, motorized sprayer, and chainsaw; schedules mechanical work and transports vehicles and equipment to off-site repair facilities when necessary.
- Cleans the interior and exterior of Town-owned vehicles on an as-needed basis.

#### Beach Maintenance

- Regularly inspects the beach for trash, litter, and debris; removes all such items to maintain public safety and a neat and orderly appearance of the Town's beaches.
- Installs, removes, maintains, and services all Town-owned trash cans on the beach.
- Installs, inspects, and maintains all beach signage and buoys.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

#### **Position Individual Requirements**

- Maintains positive customer-focused relationships with co-workers, supervisors, the public, and all other internal and external customers.
- Consistently demonstrates courteous and professional customer service skills.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**THE TOWN OF SEABROOK ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER.**

***It is our goal to provide applicants and employees with equal employment opportunities in recruitment, hiring, benefits programs, training, promotion, leave practices, rates of***

***pay, and selection for supervisory positions without regard to sex, genetic information, age, race, color, national origin, religion, military/veteran status, or disability.***