

Grounds and Landscaping

This classification performs a variety of semi-skilled, manual labor tasks involved in the landscaping and grounds maintenance of the Manatee County Housing Authority property and facilities. Duties also include assisting with general maintenance/repair of the Manatee County Housing Authority properties and related facilities, including buildings, recreation areas, playgrounds and related equipment, in accordance with area of assignment. Employees in this class perform a variety of manual labor tasks requiring some job-acquired skills in specialized fields.

Working Conditions

Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.

Job Duties:

Essential

Functions

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

Performs duties, and may lead others (i.e., volunteers, Community Service Workers, etc.), to maintain landscapes, grounds, shrubs, sprinkler systems, etc.

Performs routine to advanced maintenance and repair duties, and may occasionally work independently at a satellite location.

Assists with minor construction, installation and repair projects related to various trades functions.

Operates maintenance and other related equipment in performing routine landscape and grounds maintenance tasks, such as mowing, edging, weeding, trimming, pruning, blowing, etc. Duties may also include, but not be limited to, cleaning, painting, removing rubbish and other refuse from grounds and buildings, repairing and maintaining various facilities and properties, etc.

Inspects, lubricates and make minor service and repair of small engines and power equipment, as needed; makes routine inspections of vehicles and reports deficiencies to supervisor or designated personnel; keeps tools and equipment in good working order.

Operates various automotive vehicles and light to medium equipment, i.e., tractors, rotary and reel mowers, bush hogs, front-end loaders, back-hoes, dump/flatbed/pick-up trucks, etc.; may perform maintenance and repairs, as required.

Applies non-restricted fertilizers and herbicides, as needed.

Maintains service records and basic work logs, as required.

Loads and unloads heavy materials from trucks, vans or other areas; moves or aids in moving heavy boxes, equipment and larger or bulky items.

Additional Duties

Performs other related work (including weather or other extreme emergency duties) as required.

Technical Requirements

Knowledge of principles, methods, materials, tools, and equipment used in landscaping, grounds maintenance, and other areas related to maintaining parks, playgrounds, and related buildings, facilities and equipment.

Knowledge of potential hazards and applicable safety precautions necessary for the protection of the public and employees.

Knowledge of, or ability to quickly learn and apply, Manatee County Housing Authority departmental rules, regulations and operating procedures.

Ability to understand and follow oral and written instructions.

Ability to effectively interact with the public, provide information, and enforce rules and regulations in a pleasant and tactful manner.

Ability to establish and maintain effective working relationships with others.

Ability to read and interpret basic drawings, sketches, and diagrams.

Ability to perform strenuous work under a variety of weather conditions.

Skill in the operation of a variety of light to medium duty equipment and tools associated with maintenance and grounds keeping work.

Minimum Qualifications:

High school graduate/equivalent. Minimum of one (1) year of experience in grounds and/or landscape maintenance work. Depending on area of assignment, valid Florida Driver's License. Equivalent combinations of education and experience may be considered.

Position Specific:

Grounds and Landscaping, Housing maintenance.



GENERAL EMPLOYMENT APPLICATION

MANATEE COUNTY HOUSING AUTHORITY
AN EQUAL OPPORTUNITY EMPLOYER
 5631 11TH ST E
 BRADENTON, FL 34203
 TELEPHONE # 941-756-3974
 FAX # 941-753-6983

Logged by: _____
 Vet Pref Yes/No _____

NOTE: THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY AND SIGNED if you wish to be considered for employment with Manatee County Government Board of County Commissioners. Please notify the hiring authority in advance if you require special accommodation because of disability to participate in the application/selection process. Information submitted on the application is subject to verification. **Please type or print in black ink.**

APPLICANT INFORMATION

Are you currently on lay-off status from Manatee County Government? Yes No If yes, please provide effective date: _____
 Have you been disqualified from applying for a Manatee County Government position within the last 12 months? Yes No

Last Name:	First Name:	Initial:
Present Address (Number & Street)	City:	State: Zip Code:
Home Telephone Number:	Social Security:	
E-Mail Address:		

EDUCATION

HIGH SCHOOL (name and location of last high school attended)	Received: <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Certificate of Completion <input type="checkbox"/> Other <input type="checkbox"/> None Highest Grade Completed: _____	Date Received:		
Your name while attending school (if different from application):				
NAME OF COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL	CITY AND STATE LOCATED	MAJOR	TYPE OF DEGREE EARNED	DATE DEGREE RECEIVED
Your name while attending school (if different from application):				
NAME OF VOCATIONAL, BUSINESS, TRADE, ARMED FORCES AND/OR OTHER SPECIAL TRAINING SCHOOLS	CITY AND STATE LOCATED	MAJOR	CERTIFICATE EARNED	DATE CERTIFICATE RECEIVED
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

Your name while attending school (if different from application):

APPLICANT IS RESPONSIBLE FOR FURNISHING DIPLOMA, TRANSCRIPTS, CERTIFICATES, ETC. IF REQUESTED

PROFESSIONAL LICENSES, CERTIFICATIONS

Examples include: Emergency Medical Technician, Water/Wastewater Operator, Professional Engineer, Certified Public Accountant, etc.

TYPE OF LICENSE OR CERTIFICATE	ISSUING AUTHORITY	LICENSE/CERTIFICATE #	DATE RECEIVED	DATE EXPIRES

Have any of these licenses/certificates ever been suspended or revoked? YES NO If so, when? _____ Why? _____

DRIVER'S LICENSE

NOTE: DRIVING RECORDS ARE SUBJECT TO ANNUAL REVIEW BY MANATEE COUNTY GOVERNMENT

1. Do you have a valid Florida Driver's License? Yes No If yes, license #: _____
2. Do you have a Commercial Driver's License? Yes No If yes, license # and class: _____
3. Do you have a valid Driver's License from another state? Yes No If yes, license #: _____
4. Have you had a traffic violation? Yes No If yes, explain: _____
5. Has your license ever been suspended or revoked? Yes No If yes, explain: _____

SKILLS

Please list any additional skills, qualifications, abilities or education that you would like us to consider as part of your application, such as typing speed, shorthand speed, computer skills, software packages with which you are proficient, etc _____

EXPERIENCE

COMPLETE INFORMATION REGARDING PRESENT AND PREVIOUS EMPLOYMENT IS REQUIRED, INCLUDING SPECIFIC DATES OF EMPLOYMENT AND PHONE NUMBERS FOR ALL EMPLOYERS. ALL INFORMATION IS SUBJECT TO PRE-EMPLOYMENT VERIFICATION. PLEASE DESCRIBE YOUR WORK EXPERIENCE IN DETAIL, BEGINNING WITH YOUR PRESENT OR MOST RECENT JOB. INCLUDE SELF EMPLOYMENT, SUMMER EMPLOYMENT, VOLUNTEER WORK, AND U.S. MILITARY EXPERIENCE. FOR ANY UNEMPLOYED PERIOD, PROVIDE DATES AND LOCATIONS. RESUMES ARE ACCEPTABLE FOR DESCRIPTION OF DUTIES, HOWEVER, YOU ARE REQUIRED TO COMPLETE ALL INFORMATION IN THIS SECTION. MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

1	Employer:	Job Title:				
Address:		Reason for Leaving:				
City		State:		Zip:		
Phone (include Area Code):	From (Month/Year):	To (Month/Year):	Annual Salary:	Hours/Week	Are You a Supervisor?	
<i>Your name while employed if different from application:</i>						
2	Employer:	Job Title:				
Address:		Reason for Leaving:				
City		State:		Zip:		
Phone (include Area Code):	From (Month/Year):	To (Month/Year):	Annual Salary:	Hours/Week	Are You a Supervisor?	
<i>Your name while employed if different from application:</i>						
3	Employer:	Job Title:				
Address:		Reason for Leaving:				
City		State:		Zip:		
Phone (include Area Code):	From (Month/Year):	To (Month/Year):	Annual Salary:	Hours/Week	Are You a Supervisor?	
<i>Your name while employed if different from application:</i>						
4	Employer:	Job Title:				
Address:		Reason for Leaving:				
City		State:		Zip:		
Phone (include Area Code):	From (Month/Year):	To (Month/Year):	Annual Salary:	Hours/Week	Are You a Supervisor?	
<i>Your name while employed if different from application:</i>						
5	Employer:	Job Title:				
Address:		Reason for Leaving:				
City		State:		Zip:		
Phone (include Area Code):	From (Month/Year):	To (Month/Year):	Annual Salary:	Hours/Week	Are You a Supervisor?	
<i>Your name while employed if different from application:</i>						

EXPERIENCE

6	Employer:	Job Title:				
Address:		Reason for Leaving:				
City:		State:			Zip:	
Phone (include Area Code):	From (Month/Year):	To (Month/Year):	Annual Salary:	Hours/Week	Are You a Supervisor?	
<i>Your name while employed if different from application:</i>						
7	Employer:	Job Title:				
Address:		Reason for Leaving:				
City:		State:			Zip:	
Phone (include Area Code):	From (Month/Year):	To (Month/Year):	Annual Salary:	Hours/Week	Are You a Supervisor?	
<i>Your name while employed if different from application:</i>						
8	Employer:	Job Title:				
Address:		Reason for Leaving:				
City:		State:			Zip:	
Phone (include Area Code):	From (Month/Year):	To (Month/Year):	Annual Salary:	Hours/Week	Are You a Supervisor?	
<i>Your name while employed if different from application:</i>						
9	Employer:	Job Title:				
Address:		Reason for Leaving:				
City:		State:			Zip:	
Phone (include Area Code):	From (Month/Year):	To (Month/Year):	Annual Salary:	Hours/Week	Are You a Supervisor?	
<i>Your name while employed if different from application:</i>						

BACKGROUND INFORMATION

NOTE: ALL QUESTIONS MUST BE ANSWERED

1. Have you ever been convicted of any offenses? Yes No If yes, list each incident, date of arrest and outcome _____
Date: _____ Sentence: _____
2. *Have you ever been a defendant in a civil action? Yes No If yes, describe the action and the outcome: _____
Date: _____ Disposition: _____

*Note: A yes answer to the above questions will not necessarily bar you from employment. The nature, severity and date of the offense(s) will be considered in relation to the position(s) for which you are applying. Attach additional sheets as necessary.
3. Have you ever been employed by Manatee County Government? Yes No If yes, provide the following information:
Department: _____ Dates of employment: _____ Reason for leaving: _____
4. Name(s) of any relative currently employed by Manatee County Government Board of County Commissioners:
Name: _____ Relationship: _____ Department: _____
Name: _____ Relationship: _____ Department: _____
5. Are you 18 years of age or older? Yes No
6. Have you ever worked under a different name? Yes No If yes, list name(s): _____
7. If you are not a citizen, do you have the legal right to work in the United States? Yes No Alien Registration #: _____
Documentation verifying your identity and legal right to work in the United States must be provided if employed.

VETERANS' PREFERENCE

Preference in appointment for covered positions is extended to eligible veterans and spouses of veterans, who are *Florida* residents. If you are claiming preference, please check the appropriate box and complete the questions that follow. A DD Form 214, Certificates of Discharge or Separation from Active Duty, and/or other documentation must be furnished at the time of application.

- A disabled veteran who is eligible for or receiving compensation under public laws administered by the Department of Veterans' Affairs and the Department of Defense; or
- The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured or forcibly detained by a foreign power; or
- A veteran of any war who has served on active duty for one day or more and was discharged under honorable conditions from the U.S. Armed Forces if any part of such active duty was performed during the wartime era. (Note: Active duty for *training* is NOT covered.)
- The un-remarried widow or widower of a veteran who died of a service connected disability.
- Receipt of any Armed Forces Expeditionary Medal is qualifying for veteran's preference.

Have you ever been employed in the State of Florida or any of its political subdivisions (i.e., State, county or city government or school board; the State University System, the State Community College System, or the Florida School for the Deaf and Blind – DO NOT INCLUDE FEDERAL GOVERNMENT)?

Yes No If yes, were you eligible for Veteran's Preference? Yes No

Name of previous government employer: _____ Dates of employment: _____

Which of the following applies to your previous government employment:

- Full-time, part-time or OPS position *with* benefits (e.g., Retirement, health, etc.); Or
- Full-time, part-time or OPS position *without* benefits.

If you feel that you were not afforded preference in consideration for the position for which you applied with Manatee County Government, you have the right to request an investigation. To exercise this right, you must file a written complaint to the Florida Department of Veterans' Affairs, Mary Grizzle Building, Suite 332-A, 11351 Ulmerton Road, Largo, FL 33778-1630. Such a complaint must be filed within 21 days from the date you receive written notice of the hiring decision or within three (3) months of the date of your application, if no notice is given.

IMPORTANT INFORMATION

- Florida Statute 119.07 designates most of the information on this application as a public document available for review by anyone requesting access.
- Your application will not be considered unless complete answers are provided to all questions on this application.
- In accordance with Manatee County's Drug Free Workplace Program, **all** candidates accepted for employment must successfully pass a drug/alcohol test. In addition, employees in certain positions will be required to submit to unannounced random drug/alcohol testing.
- Successful completion of a pre-employment physical, verification of education, employment and criminal background, to determine job related eligibility may be required for certain candidates accepted for employment.
- All candidates accepted for employment must be in possession of an official Social Security Card.
- Certain positions within Manatee County Government may require the candidate to be eligible for bonding and eligibility may be used in consideration as to fitness for position.
- Employment is considered probationary for TWELVE (12) MONTHS. During this time, the employee may be terminated with or without cause.
- A false answer to any question or omission of fact in this application will constitute grounds for not employing you or for dismissing you if employed.

THIS APPLICATION MUST BE SIGNED TO BE CONSIDERED FOR EMPLOYMENT

To assist Manatee County in processing my qualifications for the position(s) for which I am applying, I hereby authorize, by signature, Manatee County Government to seek out information regarding my present and previous employment and school records and to conduct any other type of background investigation as required. I hereby attest and certify that all information provided in this application is true and correct, and release and hold harmless Manatee County Government and its employees from any liability or damage which may result from furnishing the information requested in this application or information disclosed in the verification process.

Applicant Signature

Date Signed

