



# TOWN OF *Atlantic Beach* *"The Black Pearl"* south carolina

**Department:** Recreational and Beautification Department Employee

**Reports to:** Chief Community Relationship Supervisor

**Employment Type:** Full Time/ \$20 per hour

**Schedule:** Monday-Friday

**Break Schedule:** (2) 15min breaks/ (1) 30min break

## **Scope of Responsibilities**

Employees assigned to the Beautification and Maintenance Division are expected to perform duties that contribute directly to the Town's cleanliness, safety, and public appearance. All tasks must be completed in accordance with the policies set forth herein and under the direction of the assigned supervisor.

## **Qualifications**

- High school diploma or GED preferred.
- Valid state driver's license (CDL may be required or preferred).
- Previous experience in general maintenance, construction, or public works strongly preferred.
- Ability to safely operate and maintain equipment and tools.
- Ability to work independently and as part of a team.
- Must be able to follow written and verbal instructions.

## **Primary Responsibilities**

### **1. Grounds Maintenance**

- Cut and clear grass from all Town rights-of-way and assigned public areas.
- Perform regular trash and litter removal throughout the Town.
- Clear and grub overgrown private lots when directed.

### **2. Uniform Policy**

- Compliance with the Town's official uniform policy is mandatory during all working hours.

### **3. Property Maintenance**

- Maintain and care for all beachfront properties (both public and private) as assigned.
- Assist in the cleanup of condemned buildings and vacant lots.

### **4. Sidewalks & Public Access**

- Clear and maintain all sidewalks within Town limits to ensure accessibility and safety.

### **5. Weekly Reporting**

- Submit detailed weekly reports of assigned tasks to the supervisor by Friday at 3:00 PM.
- All tasks must be checked off, signed, and approved by the supervisor.
- Supervisor approval is required for all recorded work hours, Paid Time Off (PTO), and Overtime (OT) requests.

### **6. Tree and Lot Clearing**

- Responsible for tree cutting and grubbing on designated public and private lots, when instructed.

### **7. Equipment Maintenance**

- Maintain and service Town-owned equipment, including lawnmowers, hedge trimmers, and other tools.

- Accurately log usage and maintenance of all departmental equipment and materials.
- Operate and maintain light and heavy equipment such as trucks, mowers, tractors, and power tools.
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#### 8. **Community Center**

- Maintain cleanliness of community center and restrooms
- Arrange furniture in community center for council meeting and other meetings as required.

#### 9. **Town Hall**

- Maintain cleanliness of Town Hall and restrooms. (vacuum, empty trash, clean restrooms)
- Maintain supplies (paper towels, toilet tissue, water and other items as needed.)

### **Conduct and Compliance**

- **Personal Business Prohibited:** Engaging in personal business during Town working hours is strictly prohibited. Violations will result in immediate termination.
- **Code Enforcement Exclusion:** This position does not include any Code Enforcement duties or responsibilities.
- **Departmental Communication:** The department lead is required to attend monthly meetings with the Beautification Committee to discuss operational concerns and performance.
- **Town Boundary Compliance:** Employees must not leave Town limits during work hours without prior supervisor approval. Unauthorized absence will result in a three-day suspension.
- **Vehicle Use Policy:**
  - Town vehicles are to be used **only** within Town limits and **only** for work-related duties.
  - Unauthorized use of Town vehicles outside of these parameters will result in **immediate termination**.
- **Communication Protocol:** Employees are required to respond promptly to all job-related phone calls, text messages, and emails during working hours. Failure to respond may be

considered abandonment of duty and subject to disciplinary action, up to and including termination.

**Physical Requirements**

- Ability to lift up to 50 pounds frequently.
- Work is performed outdoors in varying weather conditions and indoors in maintenance facilities.
- Requires standing, walking, bending, kneeling, climbing, and operating machinery for extended periods.

**Work Schedule & Compensation**

- Full-time, 40 hours per week; subject to overtime, evenings, weekends, and emergency call-ins.
- Compensation: \$20/ hr
- Benefits: Health insurance, retirement plan, and paid leave.

**How to Apply**

Applications can be picked up at the Atlantic Beach Town Hall.

Provide a resume and email to: [cheryl@townofatlanticbeachsc.com](mailto:cheryl@townofatlanticbeachsc.com)