



JOB DESCRIPTION MAINTENANCE ASSISTANT

NATURE OF WORK

This is a part-time position operating under the supervision of the Township Superintendent and Deputy Superintendent. The Maintenance Assistant shall be responsible for performing a variety of duties in the Township Hall/Office building, Township parks, and cemeteries. Work includes a broad scope of township facilities maintenance and requires basic working knowledge of HVAC, plumbing, sprinkler systems, and vehicle/equipment maintenance.

ESSENTIAL JOB FUNCTIONS

An employee in this position may be called upon to perform any or all of the following essential functions. These functions include but are not limited to all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Oversee maintenance of all buildings and grounds owned and operated by the Township including:

Township Hall/Office

1. General building maintenance
2. Perform minor repairs to buildings and equipment as needed
3. Overseeing work performed by subcontracted lawn maintenance; assist with trimming, weeding, and grooming as needed
4. Perform general landscape duties such as planting trees, shrubs, grass, flowers and other plants in new and/or existing landscaped areas
5. Cleaning sidewalks surrounding Township Hall of snow and ice
6. Empty kitchen trash daily
7. Assist with setting up rooms for meetings
8. Order maintenance supplies, i.e., paper supplies, cleaning products
9. Maintain and replace Township flags as needed, lower to half-staff when appropriate
10. Update MSDS for Township buildings
11. Be knowledgeable of heating and cooling systems and controls
12. Arrange and oversee special service contractors
13. Participates in special township programs and/or events such as Concert in the Corners

Parks and Trails

1. Opening and closing park facilities (daily)
2. Inspect park and trail areas on foot and/or by vehicle to maintain a safe and secure environment
3. Perform minor repairs to building and equipment if needed
4. Maintain, and repair as needed, township playground equipment and play areas; perform safety inspections of equipment and seating areas bi-weekly
5. Maintain, and remove debris from, township trails, sidewalks, parking lots, planters, and other grounds features
6. Trim brush and trees which become obstructive on trails or in parks
7. Maintain and clean park restrooms, pavilions and other facilities
8. Winterize parks and spring start-up
9. Change seasonal park hour signs
10. Work with contractor to maintain 6th Street Park irrigation
11. Maintain the Splash Pad equipment and concrete surface
12. Empty the garbage receptacles and dog pots



13. Assist in preparations for, and clean-up during and after, special events
14. Assist in preparations and clean up for park facility rentals

Cemeteries

1. Remove dead funeral flowers
2. Work with the contractor to ensure restoration/seeding of graves after burials
3. Maintain fences
4. Place Veterans' flags before Memorial Day and remove by Labor Day
5. Ensure the water barrels at Hope and Virgo Cemeteries are filled

Elections

1. Assist with election equipment and precinct set-up
2. Run errands on Election Day

Farmers' Market Pavilion

1. Assist with Farmers' Market set-up for the Saturday morning and Tuesday night markets
2. Perform general repairs/maintenance as needed
3. Line parking lot area
4. Assist in preparations and clean up for facility rentals

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting accommodations.

- High school graduate or GED. Minimum two years working knowledge of facilities and grounds maintenance
- Ability to take direction and work independently or with other employees
- Ability to interpret and work with maps/plans
- Ability to communicate effectively orally and in writing and to maintain public relations
- Knowledge of methods, techniques, and requirements for the operation and maintenance of buildings, facilities, grounds, and equipment
- Knowledge of methods and techniques used in building construction activities
- Knowledge of emergency response practices
- Possess a Valid Michigan Driver's License

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Moderate to heavy physical activity; requires frequent walking, standing, digging, stooping, bending sitting, and/or reaching; lifting, pushing and/or pulling of moderate weights, occasionally over 100 pounds
- Ability to work outdoors, sometimes under adverse conditions or in inclement weather
- Ability to climb ladders, walk for extended periods, stand for long periods, move heavy objects weighing minimum 50 pounds, and traverse rough terrain