

DEWITT CHARTER TOWNSHIP JOB DESCRIPTION

MAINTENANCE WORKER

Supervised by: Maintenance Supervisor
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Maintenance Supervisor, performs a full range of maintenance and custodial tasks pertaining to Township parks, cemeteries, facilities and buildings. Performs grass cutting and field maintenance, trash pick-up, snow removal, facilities and equipment repairs, custodial cleaning and other semi-skilled maintenance tasks.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include 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.

- Performs custodial tasks for the Township's buildings and facilities including trash pick-up, restroom cleaning, floor scrubbing and refinishing, furniture setups and arrangements, and other tasks.
- Operates trucks, snow removal equipment, backhoe, front loader, power mowers, brush chippers, chain saws, weed whips, floor machines and other power-driven equipment and tools.
- Performs park-related tasks such as trash pick-up, snow removal, grass cutting, spring planting, tree trimming, flower bed maintenance, path development and maintenance, and other assigned duties.
- Performs routine building and facilities maintenance and repair such as painting, concrete work, carpentry repairs, plumbing and minor electric repair. Repairs and maintains park equipment.
- Prepares and maintains playgrounds and athletic fields in usable and safe condition.
- Performs cemetery maintenance including foundation work, excavation and burial services.
- Performs minor equipment maintenance and repair and follows prescribed equipment maintenance schedules on a consistent basis.
- Assures that materials inventories are organized and replenished on an ongoing basis.

- Sets up rooms and facilities for special events and moves and stores equipment such as election machines or other items used on a periodic basis.
- Occasionally directs work of seasonal employees while performing similar or related tasks.
- Performs other duties as required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma with a minimum of three years of prior experience in building custodial, landscaping and general maintenance and repair.
- State of Michigan Vehicle Operator's license
- Working knowledge of the equipment, methods and procedures involved in building maintenance and repair.
- Knowledge of the practices and safety issues involved in maintaining public facilities.
- Working knowledge of the methods, materials, and equipment used in lawn maintenance work.
- Knowledge of and ability to safely operate all equipment necessary to maintain parks and facilities including power mowers, snowplows, brush chippers, chain saws, backhoe, front loader, weed whips and other power-driven equipment and tools.
- Ability to use basic hand and power tools for assigned repair projects.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, professional contacts, and the public.
- Ability to understand and follow oral and written instructions, problem-solve, and work effectively within deadlines and changes in work priorities.
- Ability to respond to 24-hour emergency call-out.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to: stand, sit, walk, climb, use hands and fingers, talk, hear and view documents and work sites. The employee frequently uses hand strength to grasp tools and occasionally climbs ladders. The employee is frequently required to reach with hands and arms, such as to operate vibrating machinery, use a shovel, hand tools, etc. and operate motorized equipment and vehicles. The employee must lift and/or remove materials of light to heavy weight and must occasionally push/pull heavy objects.

While performing the duties of this job, the employee regularly works outdoors and may be exposed to chemicals such as pesticides, as well as inclement weather. The noise level in the work environment is quiet to loud.

Adopted by Board of Trustees on February 24, 2014.