

## ***Columbia Charter Township***

### **JOB DESCRIPTION**

#### **MAINTENANCE ASSISTANT**

**(Posting open until filled)**

#### **NATURE OF WORK**

This is a part-time (24 hours/wk.) position operating under the supervision of the Township Maintenance Director. The Maintenance Assistant shall be responsible for performing a variety of duties around the Township including those related to the sewer system, Township Hall/Office building, Township Park, beach and boat launch, and cemeteries. Work includes a broad scope of township facilities maintenance and requires basic working knowledge of building/grounds and vehicle/equipment maintenance. The hourly rate is \$20-\$25 depending on experience.

#### **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 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.

Perform 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. Perform 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 parking areas and sidewalks surrounding Township Hall of snow and ice
6. Empty trash daily
7. Assist with setting up rooms for meetings
8. Maintain maintenance supplies, i.e., paper supplies, cleaning products
9. Maintain and replace Township flags as needed, lower to half-staff when appropriate
10. Update electronic message system
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 Spring Clean-up.

##### **Park, Beach & Boat Launch**

1. Opening and closing park facilities
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. Perform lawn maintenance; assist with trimming, weeding, and grooming as needed
5. Maintain, and repair as needed, township playground equipment and play areas; perform safety inspections of equipment and seating areas bi-weekly
6. Maintain, and remove debris from, township trails, sidewalks, parking lots, planters, and other grounds features
7. Trim brush and trees which become obstructive on trails or in parks
8. Maintain and clean park restrooms, pavilions, and other facilities
9. Rake, clean and maintain beach areas
10. Change seasonal park hour signs
11. Maintain parking area

12. Maintain the grilling areas and picnic tables
13. Empty the garbage receptacles
14. Assist in preparations for, and clean-up during and after, special events
15. Assist in boat launch maintenance

### **Cemeteries**

1. Perform lawn maintenance; assist with trimming, weeding, and grooming as needed
2. Removal of grave blankets and other items
3. Work with the contractor to ensure restoration/seeding of graves after burials
4. Maintain fences and signs
5. Oversee Veterans' flags before Memorial Day and remove by Labor Day
6. Ensure the water pumps are functioning

### **Sewer**

1. Perform activities to support contractors
2. Maintain inventory of cans, pumps, parts, and supplies
3. Keep sewer building and yard clean and organized
4. General oversight of MISS DIG's
5. Maintain equipment as needed

### **Elections**

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

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

***Interested applicants can submit either an electronic or hard copy of their cover letter and resume to: Mike Trout, Municipal Services Director, Columbia Charter Township, 8500 Jefferson Rd, Brooklyn MI. 49230; email: [mtrout@twp.columbia.mi.us](mailto:mtrout@twp.columbia.mi.us). Any questions should be submitted via email.***