

City of Swartz Creek
Job Description

**Temporary (Seasonal) Maintenance
Worker**

REVISED: May 5, 2014

FLSA: Non-exempt, at will

Department: Community Services

Limitations: Position Limited to 120 days; extensions permitted by special conference with AFSCME

GENERAL STATEMENT OF DUTIES: Performs manual labor in the maintenance and operation of public facilities, including, but not limited to, buildings, parks, streets, and grounds.

SUPERVISION RECEIVED: Works under the general and technical direction of the Director of Community Services.

SUPERVISION EXERCISED: None.

EXAMPLES OF WORK PERFORMED:

The following tasks are typical examples of the work performed by an employee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position

1. Perform routine inspections and maintenance on public facilities, including buildings, playground equipment and athletic facilities.
2. Plow snow from public streets and parking areas.
3. Remove snow from sidewalks and other pedestrian areas.
4. Inspect and repair street signs and traffic regulatory signs.
5. Inspect and repair street surfaces.
6. Inspect and repair playgrounds and athletic equipment.
7. Inspect and repair municipal buildings and facilities.
8. Report uncorrected deficiencies to supervisor.
9. Read, record and submit data from utility meters, manually and with automated readers.
10. Trim, cut and remove trees and brush.
11. Operate a brush chipper.
12. Install safety barricades and other warning devices on public streets and grounds.
13. Mow grass and cut brush in public parks and along public rights-of-way
14. Collect and empty trash receptacles from public parks and buildings.
15. Attend job related training courses and seminars

16. Inspect and clean restrooms, public areas, and other facilities in parks and municipal buildings.
17. Perform related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Working knowledge of the practices and procedures used in the maintenance and repair of public facilities and parks.
- Working knowledge of construction methods, materials, and equipment relating to the maintenance and improvement of public facilities.
- Working knowledge of workplace safety policies, practices and procedures.
- Working knowledge of Michigan's employee right to know law, and the use of material safety data sheets.
- Ability to communicate clearly and effectively with co-workers, supervisors and the general public.
- Ability to understand and follow oral and written instructions.
- Ability to walk, stoop, bend and climb on uneven terrain and in confined spaces, sometimes in inclement weather and at night.
- Ability to lift up to 40 pounds.
- Skill in the use of a respirator.
- Skill in the use of power tools and equipment, such as drills, saws, lawnmowers, snowblowers and chainsaws.
- Skill in the use of hand tools and equipment, such as hammers, saws, shovels and rakes.
- Skill in the operation of motorized equipment in inclement weather.
- Working conditions could include exposure to inclement weather, dust, and janitorial chemicals.

MINIMUM QUALIFICATIONS:

Demonstrated ability to follow instructions, work as part of a team and to comply with established policy and procedure. Must be eighteen years of age or older. Michigan driver's license required. Immunizations may be required.