



Charter Township of Waterford Job Description

Part-time Day Porter

Department: Public Works
Supervised By: Facilities and Operations Division Foreperson
Supervises: No Supervision Responsibilities
FLSA: Non-exempt
Bargaining Unit: None
Status: Part-time

28 hours/week	
Monday:	7am – 4pm
Tuesday:	7am – 11am
Wednesday:	7am – 11am
Thursday:	7am – 4pm
Friday:	7am – 11am

General Summary

Under the supervision of the Facilities and Operations Foreperson performs a variety of routine, manual tasks related to the general maintenance of buildings and grounds, which are under the operational control of the Department of Public Works.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following 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.

1. Performs a variety of routine, unskilled and manual tasks.
2. Performs simple manual tasks, such as opening and unpacking cardboard cartons by hand and removes the contents, which may require the use of simple hand tools.
3. Picks-up and delivers packages and supplies to various buildings. Carries light to medium weight packages, materials, tools, etc., and places the item(s) where directed. Uses a hand truck and other non-mechanized equipment to move bulky and moderate loads.
4. Picks up trash and paper around the Township campus. Removes and properly disposes of trash from containers placed around the grounds, facilities, and public use areas. Sweeps/mops shop floors and assists with the cleaning of facilities.
5. Assists with snow removal operations using manual and simple mechanized equipment such as a shovel and a walk behind snow blower. Applies deicing compounds using a manual spreader.
6. Assists with landscape maintenance and clean up. Rakes leaves and debris, cuts grass, trims Shrubs around buildings, etc., plants flowers, waters vegetation, etc.
7. Performs minor daily maintenance, including replacing lightbulbs, maintaining/cleaning equipment, moving boxes, grounds/landscaping work, painting, and bike path clean-up as needed.
8. Other duties as assigned.

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.

1. Must possess a valid Michigan's Drivers License at the time of employment and be able to meet the Township's driving standards.
2. Ability to use simple maintenance tools and equipment, including a knife, hammer, shears, single stage snow blower, hand truck, etc.
3. Ability to learn standard safety practices.
4. Ability to learn applicable policies and procedures.
5. Ability to communicate accurately, clearly, and concisely.
6. Ability to follow established work routines and meet schedules given under the guidance of a foreperson.
7. Ability to operate a car and/or pick-up truck in a safe manner.
8. Must pass a pre-employment physical and drug screen.
9. Must be able to pass a physical agility test given by a third-party administrator.

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 typically works indoors having adequate heat, light and ventilation. The employee may also be called upon to work outside at which time they would be exposed to various weather conditions. In both the indoor and outside duties the employee may be subjected to noise, dirt, drafts and standing for long periods.

This is a light to moderate demanding physical position, requiring a full range of motion and the use of both fine and gross muscles of the body. The employee may be required to reach overhead and work bent or stooped for periods of time. The employee is regularly required to lift objects of \pm 20 pounds and occasionally lift objects over 75 pounds. The employee must work and walk over various terrain and in different weather conditions. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

WAGES: **\$13/hr. Start**
 \$14/hr. after 6 months
 \$15/hr. after 1 yr.

Posting Date:
Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>