



Charter Township of Waterford Job Description

Maintenance Worker

Department:	Department of Public Works – Facilities & Operations Division
Supervised By:	Superintendent – Facilities & Operations, or his/her designee
Supervises:	None
Bargaining Unit:	Teamsters
FLSA:	Non-exempt
Status:	Full-time

General Summary

Under the direction of the Superintendent, Facilities and Operations Division, or his/her designee, performs a wide variety of skilled and semi-skilled tasks related to maintaining, repairing and constructing Township buildings, fixtures, equipment and grounds.

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 various lawn and surface maintenance functions, which include grass cutting, trimming and raking, snow removal and plowing and tree and limb trimming and leaf removal.
2. Repairs and cleans storm catches and culverts.
3. Cleans, washes and paints the interior and exterior of buildings, properties, facilities and equipment.
4. Repairs, cleans and/or maintains, driveways, roads, parking areas, sidewalks/bike paths or any paved surfaces throughout the Township and campus grounds, which requires shoveling gravel and dirt.
5. Performs basic plumbing and pipe fitting repairs related to the installation work on lawn sprinklers, equipment and building systems.
6. Performs various general maintenance and construction to include, general building repairs, plumbing and electrical repairs, entry level carpentry in the construction and/or remodeling of existing spaces and facilities.
7. Assists in preparing for funerals, digging and filling graves, setting up and dismantling tents and equipment, replacing sod and other cemetery related work.
8. At times may assist the Parks and Recreation Department in field construction, recreational equipment and facilities repairs to ensure scheduled programming can be accomplished.
9. Operates light and heavy equipment such as trucks, snow plows, dump trucks, backhoe and wood chipper lawn mowers and trimmers, etc.
10. 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 have a demonstrated and proficient knowledge and experience in a variety of semi-skilled maintenance and manual tasks in the areas of, plumbing, carpentry, electrical, welding, painting and grounds maintenance.
2. Must possess the ability to use basic and specialized hand tools and equipment in connection with required repairs.
3. Able to proficiently operate heavy equipment such as backhoes, dump trucks, jack hammers, etc.
4. Must be able to read and comprehend various technical manuals and engineering drawings.
5. Must possess good communication and teamwork skills.
6. Must be neat in appearance and have the ability to meet and talk with the general public.
7. Must have a high school diploma or GED.
8. Ability to perform basic mathematical calculations. **Skills test required.**
9. Ability to communicate accurately, clearly and concisely in writing, orally and electronically, in the English language. **Skills test required.**
10. Knowledge of basic computer operations, including operating systems and varying software applications. **Skills test required.**
11. Must be in excellent physical condition and be able to pass a standard physical examination and drug screening.
12. Must be able to work in unsanitary conditions and have no fear of entering confined spaces.
13. Must possess a Michigan driver's license and CDL, or must obtain Class B CDL within 6 months of date of hire, and have a good driving record at the time of application.
14. 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 is typically in hazardous, difficult, unsanitary and disagreeable conditions. The employee is regularly required to work mostly outside, in all weather conditions, and in both elevated and confined spaces.

This is a highly demanding physical position, requiring full range of motion and the use of both fine and gross muscles of the body. The employee is required to reach overhead and work bent or stooped for extended periods of time. The employee is regularly required to lift objects of +/- 20 pounds and occasionally lift objects over 75 pounds. The employee must work and walk over various terrains and in all extreme weather conditions. The employee must be able to manually write and work with computer keyboards. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

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WAGES:

Start	\$19.53/hour
5 Months	\$20.68/hour
1 Year	\$21.83/hour
2 Years	\$22.97/hour

Posting Date: 03/29/2021 4:00 p.m.

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>