CITY OF EAST JORDAN
Job Description

Part-Time Maintenance Worker I

Supervised by: D.P.W. Superintendent or Crew Leader

Supervises: No supervisory responsibility

Position Summary:
Works under the immediate supervision of the D.P.W. Superintendent or Crew Leader. Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of streets, parks and recreation buildings, grounds, open spaces and parks.

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.

1. Mows and maintains park and open space areas; mows weeds; cleans and maintains sport facilities; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.

2. Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.

3. Sweeps, washes, paints, and repairs or replaces park tables and slabs.

4. Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.

5. Performs routine maintenance on lawn and power equipment.

6. Plants lawns, trees, shrubs, and flowers.

7. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City’s parks and open spaces.

8. Maintains and adjusts equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

9. Operates tractors, mowers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
10. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

11. Performs custodial work such as required and assigned, including: change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop; shampoo and steam clean carpets; buff non-carpeted areas; dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; sweep; empty ash cans; clean spills; clean drinking fountains; mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; dust furniture; wash windows, walls, metal and woodwork; clean rain gutters; sweep roofs.

12. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

13. Opens and closes, locks and unlocks facilities as needed.

14. Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.

15. Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.

16. Keeps records of work completed.

**Desirable Knowledge, Skills, Abilities and Minimum Qualifications:**

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.

- Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

- Some knowledge of equipment, materials and supplies used in building and grounds maintenance; some knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions.

- Skill in operation of listed tools and equipment.

- Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral
instructions; ability to establish effective working relationships with employees, supervisors, and the public.

**Special Requirements:**
Valid state driver’s license or ability to obtain one.

**Tools and Equipment Used:**
Pickup truck; lawn and landscaping equipment, including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

**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 perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hand to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.