CITY OF EAST JORDAN
Job Description

PARKS MAINTENANCE PERSON

Supervised by: Parks Director

Supervises: No Supervisory responsibility

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.

- Performs general maintenance at the Tourist Park, Harbor, Community Park, Rotary Skate Park, and/or any city park.
- Maintains grounds, buildings, boat docks, water system, sewer system, camping sites, beach area, restrooms and does minor electrical, plumbing and mechanical repairs. Athletic fields and other areas as assigned.
- Cleans, paints, does some carpentry, rakes and mows lawns and beach, patches potholes, cleans storm drains, trims trees, plants shrubs and flowers.
- Grass mowing duties at Tourist Park, Harbor, Community Park, and Skatepark
- Follows up on requests from park users for service.
- Includes some weekends or a rotating schedule

Requirements:
Reliability in attendance. Able to be courteous and helpful with the public. Experience in the work listed in the job description above. Good standards for finished work and willing to work hard.

01/05