

**CHARTER TOWNSHIP OF SUPERIOR
PARKS & RECREATION DEPARTMENT JOB DESCRIPTION
SEASONAL PARK MAINTENANCE**

DEPARTMENT: Parks & Recreation

TITLE: Seasonal Park Maintenance

STATUS: 32 Hours/Week Seasonal Part-Time

STARTING RATE OF PAY: \$19.16 Hourly

IMMEDIATE SUPERVISOR: Parks Maintenance Supervisor

SUMMARY: To perform minor skilled and unskilled maintenance and repair work at township parks grounds and facilities; and to perform related work as required. Positions in this class are allocated to the Department of Parks & Recreation under the direct supervision of the Parks Maintenance Supervisor.

EXAMPLES OF WORK FUNCTION, CONDITIONS AND CHARACTERISTICS: The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Essential Functions:

1. Performs minor repairs/improvements and maintains the cleanliness and orderliness of park grounds (lawns, shrubs, trees, and vegetation) and facility structures (play structures, parking lots, benches, trails, and other park facilities).
2. Performs basic construction tasks in maintaining and repairing erosion control, diversion, and drainage systems to protect park facilities.
3. Maintains and performs minor repairs on park facility structures.
4. Operates and performs minor maintenance on trucks, tractors, mowers, or other light automotive mechanical equipment.
5. Operates and performs minor repairs on hand-held power and gardening tools.
6. May perform routine trail repairs and/or construction of park trails and paths such as grading, compacting, and preparing area for installation of drainage structures.
7. May operate basic landscaping equipment such as mowers and small tractor/loader
8. Provides responsive, high-quality service to Township employees, representatives of outside agencies and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.
9. Maintains the security of township park property.
10. May provide information to the public concerning the use of park facilities.

Working Conditions:

1. May be subject to occasional overtime and weekend work.

2. May be subject to driving cars, trucks, tractors, and other equipment.
3. May be subject to working around equipment and machinery, walking on uneven ground, and working at heights.
4. May be subject to exposure to excessive noise, extremes in temperature, humidity or wetness, dust, gas, fumes, or chemicals, and require the use of special visual or auditory protective equipment.

Essential Physical Characteristics:

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing, kneeling, crawling, repetitive use of hands, including simple and power grasping and fine manipulation, pushing and pulling, and reaching above and below shoulder level. Occasional: sitting. Must be able to lift and carry up to 50 pounds, and occasionally 80 pounds with assistance.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

1. Methods and techniques of park care and operations
2. Maintenance and repair techniques regarding park structures and facilities
3. Methods and techniques of performing gardening tasks on lawns, plants, and shrubs
4. Basic carpentry, plumbing, masonry, painting
5. Township customer service objectives and strategies

Skills and Abilities to:

1. Operate and maintain automotive, landscaping, and hand-held power tools and equipment
2. Use hand tools for gardening, and performing semi-skilled maintenance work for park structures, including carpentry, plumbing, and masonry tasks
3. Perform basic mathematics
4. Communicate effectively orally and in writing
5. Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
6. Treat Township employees, representatives of outside agencies and members of the public with courtesy and respect
7. Understand and interpret written and oral instructions

Desirable Traits:

Communicates Effectively, Knowledgeable Worker, Customer Focused, Values and Respects Others, Teamwork and Collaboration, Continuous Learning, Demonstrates Ethical Behavior, Supportive of Change

Education and/or Experience:

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above.

Notes:

Previous experience performing structural and grounds maintenance work for public parks and recreational areas is highly desirable.

REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS:**License:**

A valid Michigan Operators Driver's License, which must be maintained throughout employment in this class, is required at time of appointment.

Certification/Registration:

None required

PROBATIONARY PERIOD AND BACKGROUND:

Must have a reputation for honesty and trustworthiness. Prior to appointment, candidates may be subject to a background investigation.

SUPERIOR TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER