

WEST BRANCH TOWNSHIP, MARQUETTE COUNTY, MICHIGAN

JOB TITLE: Maintenance, Building and Grounds Worker Position Description

Reports to: Township Supervisor or Designee

Positions Supervised: None

Employment Status: Full-Time, Non-Exempt

Starting Wage: \$19.05/hour

OVERVIEW:

A maintenance position is essential for the care, safety, and appearance of facilities. This role involves maintaining, repairing, and keeping buildings and grounds clean, safe, and presentable.

RESPONSIBILITIES:

Performs a wide variety of maintenance duties:

- **Inspection of buildings, equipment, and systems to identify any safety issues or needed repairs. Information to be reported to Supervisor.**
- **Completion of daily work reports and maintenance records regarding time, date, materials used, repairs, and inspections.**
- **Conduct general maintenance on township owned buildings and grounds as well as custodial duties, general maintenance, and repair upon request of Joint Township Facilities.**
- **Monitor and maintain HVAC, plumbing, and electrical systems to ensure proper operation.**
- **General maintenance of lawn mowers, township vehicles, and equipment.**
- **Respond promptly to maintenance requests from staff. (Large project requests to be approved through Supervisor).**
- **Maintain records of maintenance activities, repairs, and inspections.**
- **Assist with renovations, painting and other facility improvements as needed.**
- **Ensure compliance with safety regulations and policies.**
- **Order and organize necessary supplies and tools for maintenance tasks.**

SPECIFIC DUTIES AND RESPONSIBILITIES:

Janitorial/Maintenance of West Branch Township Hall on a weekly basis, trash pick-up removal, and other general custodial tasks as assigned for the operation and upkeep of Township Facilities including: minor building repair; painting/staining; building remodeling/renovation; plumbing and HVAC repair – faucets, drains, toilets, water heaters, water system, heating systems/inspecting and replacing filters, fans, thermostats, etc.; routine electrical – repair/replace worn or frayed cords, plugs, switch plate, light bulbs, fuses or breaker switches; maintain exit signs; periodically test all fire alarms, sprinklers, smoke detectors, fire

extinguishers and other emergency systems ensuring they are in good working order; routine carpentry – repair/replace windows, doors, molding, trim, wall surfaces, ceiling or floor coverings, shelving, etc.; maintain outdoor lighting and signs; normal routine maintenance and repairs of equipment and tools, and other assigned special projects.

Grounds Maintenance includes mowing, landscaping (trimming, pruning, planting trees, shrubs, and other vegetation), spring and fall clean-up, inspecting and repairing recreation area equipment to ensure safety, cement work at township sites, snow/ice removal.

Tasks to be performed at all Township Facilities (including Township Hall, Recreation Area, Cemetery, and Skandia West Branch Joint Facilities such as the Fire Hall and Transfer Facility). Skandia Township facilities may be included upon request.

Preventative maintenance and repairs to Township owned vehicles and equipment – including Skandia West Branch Joint Facilities – specifically the Transfer Facility.

Assist in the set-up and return of election equipment in coordination with Township Clerk.

Performs other tasks and special project as requested by Township Supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

High school diploma or GED as well as experience in general maintenance, repairs, and groundskeeping. Safety oriented. Must be at least 18 years of age. Basic knowledge of building systems and repair techniques, ability to operate maintenance tools, groundskeeping equipment, and snow removal equipment safely and efficiently. Possess attention to detail and strong organization skills.

Communication skills to adequately work with Township Supervisor and employees as well. Must be able to prioritize workload using good judgment. Must have excellent customer/employee relation skills and be able to deal with public and fellow employees with tact, courtesy, respect, objectivity, and maturity.

Ability to work well independently with minimal supervision and/or as part of a team. Working nights, weekends or holidays may be occasionally necessary – normal work schedule is Monday through Friday. Must adhere to standard operating policies and procedures.

Valid unrestricted driver's license, have a good driving record, and the ability to operate township vehicles safely and efficiently as well as snow removal equipment, ability to operate a variety of tools and equipment, ability to receive/comprehend instructions and carry-out assigned tasks, comply with work schedules, ability to accept changes in assignments to accomplish projects.

Hard manual labor, prolonged standing, bending, stooping, squatting, and stretching. Required manual dexterity to operate and use various tools and equipment. Work may occasionally require physical agility to walk and climb, working with chemicals, outdoor work in all seasons and weather conditions, lifting of materials, supplies, and equipment weighing up to 50 pounds.

Must pass a pre-employment background check and physical examination.

Willing and able to obtain additional education and training as needed, including safety/first aid classes.

The above in general describes the requirements for the performance of this position but is not an exhaustive list, statement of duties or responsibilities or requirements of the position.