

## ***ALLENDALE CHARTER TOWNSHIP***

Position: Part-Time Maintenance Assistant I  
24 hours per week Pay range of \$12.00 to \$15.00 per hour

Immediate Supervisor: Facilities Supervisor

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not construed to be an exhaustive list of all job duties performed by personnel so classified.

### **Essential job functions:**

- ◆ Cleaning of Township park buildings - empty waste baskets, dust, mop and wax floors, clean restrooms, wash windows, etc.
- ◆ Maintenance of the Township Office, Library, and park buildings and equipment – outside and inside, painting, repairs, carpentry work, etc.
- ◆ Maintenance of grounds at Township Office, parks, cemetery, boulevard, Library - mow, fertilize, weed control, sprinkling, plantings, trim bushes and trees, maintain street lights
- ◆ Maintenance of equipment, including lawn care equipment - paint, repair, change oil, etc.
- ◆ Open and close graves at the cemetery when assigned
- ◆ Snowplow parking areas of the Township Offices and Library
- ◆ Clean and salt sidewalks of the Township Office and Library
- ◆ Snowplow sidewalks along streets as determined by the Township Board

### **Knowledge/Skill requirements:**

- ◆ Previous work experience in a similar position would be helpful
- ◆ This position requires supervision of other employees
- ◆ This position requires a willingness to acquire additional training
- ◆ A license for the use of pesticides and herbicides would be helpful.
- ◆ This position requires attention to detail, self-motivation, logic, intuition, analysis, judgment, carpentry, plumbing, electrical and mechanical skills
- ◆ Knowledge of welding, underground sprinkling/irrigation, street lights would be helpful
- ◆ Knowledge of computers would be helpful

### **Ability requirements:**

- ◆ Ability to walk from place to place
- ◆ Ability to operate a lawn mower and other lawn care equipment and other equipment
- ◆ Ability to drive
- ◆ Ability to carry heavy materials and push and pull heavy objects
- ◆ Ability to reach and bend
- ◆ Ability to dig
- ◆ Ability to read and write
- ◆ Ability to read blue prints

### **Education requirements:**

High school education or GED