

## **JOB DESCRIPTION – Raber Township Maintenance/Custodial**

JOB TITLE: General Maintenance/Custodial

REPORTS TO: Township Board

STATUS: Exempt, Irregular, Part time, Salary

SCHEDULE: May include nights, weekends, emergency call outs 24/7

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specific positions. Therefore specifications may not include all duties performed by individuals within this classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into this position and do not necessarily convey the qualifications of incumbents within the position.*

### **SUMMARY**

Perform a full array of unskilled to semi-skilled manual labor activities as needed to maintain operations of the township. Activities include, but are not limited to:

- Maintenance and repair of Township's buildings, equipment, parks, and cemeteries.
- Operate various types of equipment, specialty tools, machinery, and performs manual and some skilled work.

### **WORKING CONDITIONS**

- Indoor and/or outside working conditions.
- Must be available for emergency calls, working weekends, and evenings as needed.

### **ESSENTIAL FUNCTIONS AND KEY RESPONSIBILITIES**

The essential functions must be performed satisfactorily and may include but not limited to, the following:

- Maintain parks, grounds, cemetery, township hall, and related facilities and equipment.
- Perform landscape/grounds care.
- Perform preventative maintenance and minor repairs of motorized vehicles/equipment.
- Perform general maintenance activities and cleaning.
- Perform general labor.
- Perform snow removal to include shoveling and sanding entrances and walkways.
- Perform custodial duties and prepare facilities for public use.
- Understand and adhere to all safety practices.
- Perform a wide range of tasks to maintain the operations of the Township facilities at the verbal or written direction of the Township Board

### **TASKS RELATED TO RESPONSIBILITIES**

Maintain Township Property which includes Parks, Grounds, and related Facilities and Equipment:

- Perform township maintenance duties
- Haul materials as needed.
- Maintain buildings and grounds.
- Collect and remove garbage/trash/litter.
- Mow lawns and remove weeds.
- Assist with preventative maintenance and minor repairs of motorized vehicles/equipment:

Perform routine preventative maintenance and safety checks on vehicles and equipment.

- Assist in routine preventative maintenance on vehicles such as checking fluid levels and adding or changing oil as needed, checking belts, etc.

Perform General Maintenance Activities:

- Perform carpentry and painting activities as assigned.

Perform General Labor Activities:

- Haul materials manually or with light equipment, as needed.
- Perform brush clearing as needed.
- Perform manual labor in extreme climatic conditions including, but not limited to, lifting and digging.

Perform Snow Removal Activities:

- Shovel walk ways and entrances
- Apply sand and salt to walkways as needed.

Perform Custodial Duties and Prepare Facilities for Public Use:

- Sweep, vacuum, mops, dusts, waxes, polishes, buffs floors, carpets and furniture.
- Dump garbage, including recycling, and picks up litter from around buildings and grounds.
- Clean and sanitizes restrooms and replenishes supplies which include Township Hall, Fire Hall and Docks
- Clean and maintains tables, walls, fixtures, blinds, light fixtures, etc.
- Evaluate state of facility and performs or schedules needed repairs.
- Arrange facilities for township special events, including, but not limited to setting up and taking down tables and chairs

Supportive Work Environment:

- Treat other employees with respect.
- Support a positive work environment.
- Keep others informed of work issues and programs by maintaining quality communication.
- Work to resolve issues of conflict.

Service Objective-Responsibilities to Citizens and Taxpayers:

- Be courteous and respectful.
- Responsible to citizen requests.
- Cost effective use of Township resources.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to read, understand and follow oral instructions and written materials.
- Ability to perform basic mathematical computations including addition, subtraction, multiplication, and division.
- Ability to perform job responsibilities in climatic extremes.
- Ability to perform routine vehicle repair and maintenance tasks.
- Knowledge of the operation and maintenance of trucks, light equipment, motors, lawn tractors, generators, etc.
- Ability to perform in the safe and efficient use of tools.

- Ability to establish and maintain effective working relationships with township staff and the public.
- Ability to adhere to the Township rules and regulations, federal and state guidelines, etc.

**PHYSICAL REQUIREMENTS:**

- Ability to perform physical work, sometimes under adverse conditions or in inclement weather.
- Ability to climb ladders, walk for extended periods, stand for long periods, move heavy objects weighing a minimum of 50 pounds, and traverse rough terrain.

**MINIMUM QUALIFICATIONS**

Education/Experience: Any combination of education and experience equivalent graduation from High School and some experience in maintenance and repair work.

Special Requirements:

- Possession of valid driver's license issued by the State of Michigan and a good driving record.
- No felony convictions.
- Driving and criminal background checks will be completed if deemed necessary.
- Drug and alcohol testing according to Federal Regulations upon request.
- Physical upon request.
- Willingness and ability to work flexible schedule including occasional evenings and weekends.

**MISCELLANEOUS**

The duties listed above and on the attached check list are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs and requirements of the job change. There will be a 90 day probationary period to establish a fit and proper person for this position. There are no benefits, vacation days, etc. involved with this position.

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**ACKNOWLEDGEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to constitute an exhaustive list of all responsibilities, duties, and skills required of employees classified in this job. I have reviewed and understand the above Job Description for the General Maintenance/Custodial Position of Raber Township.

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Employee Name (Please Print)

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Employee Signature

## General Maintenance/Custodial Check List

\*All items include the township hall and fire hall

Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.

Gather and empty trash

Service, clean, and supply restrooms

Clean windows and mirrors

Dust office furniture, walls, machines, and equipment.

Mow and trim lawns, using mowers and hand and power trimmers, and clear debris from grounds.

Notify managers concerning the need for major repairs or additions to building operating systems.

Remove snow from sidewalks and entrances using snow shovels, and spread snow melting chemicals.

Requisition supplies and equipment needed for cleaning and maintenance duties.

Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.

### MONTHLY /QUARTERLY or YEARLY JOBS

Wax floors

Wash windows inside and outside

Polish silverware

Shampoo carpets

Wash down baseboards/walls/ detail clean corners of rooms

Pull out furniture and clean and vacuum exposed floor and walls