

Bay Township – Maintenance Facilitator/ Light Maintenance Job Description

GENERAL PURPOSE

The Bay Township Maintenance Facilitator/Light Maintenance performs a variety of supervisory, administrative, advisory, technical, and/or light maintenance work for the Bay Township properties including the Township Hall, parks, and lake road ends as required.

This position is a salaried position and hours will vary depending on the season.

SUPERVISION RECEIVED

The Maintenance Facilitator works under the general supervision of the Bay Township Supervisor in conjunction with the Board of Trustees.

SUPERVISION EXERCISED

The Maintenance Facilitator will coordinate with outside vendors for the maintenance of township grounds in those areas that professional services are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintenance

- Oversees the mowing and trimming at the lake ends, parks, dry hydrants, and hall
- Oversees the snowplowing
- Oversees and schedules installation and removal of docks
- Monitors and maintains the watering system at the hall
- Safely operates all power and non-powered tools located at the hall
- Oversees and assists in routine maintenance on mechanical equipment owned by the township.
- Oversees and assists in the maintenance of the township hall
- Oversees the dry hydrants located throughout the township

Administrative Duties and Responsibilities

- Provides a monthly grounds report to the Supervisor for distribution to the Township Trustees on the Friday prior to the second Thursday of each month
- Assists with special projects as requested by the Board of Trustees

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Must work in a safe manner not endangering him/herself or others and is knowledgeable of and complies with, OSHA and MIOSHA rules concerning grounds' maintenance and safety issues
- Must be able to communicate effectively orally and in writing – electronically and otherwise
- Must be able to exercise sound judgment in evaluating situations and making decisions
- Must have strong interpersonal skills in dealing with people
- Must have basic computer skills including the ability to research information via the internet, create and maintain spreadsheets/documents, send and receive emails, etc.
- Must be able to operate basic office equipment such as fax machine, copy machine, computer, printer, scanner, telephone, and calculator
- Work efficiently and independently

DESIRED MINIMUM QUALIFICATIONS

- High School graduate or equivalent
- Valid State of Michigan Driver's License

- Any combination of training and work experience indicating possession of the knowledge, skills, and abilities listed herein

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and reach with hands and arms. The employee occasionally is required to stoop, kneel, or crouch and lift thirty (30) pounds.

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office and out in the field. The noise level usually is quiet.