

CHARTER TOWNSHIP UNION JOB DESCRIPTION

Parks Laborer

Supervised By: Township Manager
Supervises: No Supervisory Responsibility

Position Summary:

Under the supervision of the Township Manager, this is a full time position that will perform duties assigned by the Township Manager that ensures all aspects of the Parks operations including operation and maintenance of parks equipment and operation of recreational activities, will be performed in accordance to all applicable statutes, laws and standards.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Communicates official plans, policies and procedures to part time staff and general public
- Studies procedures to improve efficiency and effectiveness of operations
- Attends and participates in relevant workshops and seminars
- Recommends changes in recreation programs and park facilities including expansion and/or remodeling
- Performs or ensures the maintenance of park facilities and park land, included but not limited to: winterization of all facilities, proper maintenance of all equipment and buildings, ensure that all safety requirements regarding parks operations is followed, that all facilities and grounds are cleaned on a daily basis.
- Assures all populations are adequately served
- Expedites ordering and distribution of recreational equipment and park maintenance materials
- Trains the part time employees in regards to all aspects of parks operations
- Cooperates, assists, and communicates timely, accurately and effectively with all departments, maintaining a positive environment and positive communications with fellow employees and the public to achieve mutual goals
- Will be able to work irregular work schedules if needed to meet the demands of the position
- Other duties as assigned

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School diploma or equivalent required.
- Ability to use all field equipment necessary to the operation of the Township Parks.
- State of Michigan Vehicle Operator's License.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, contractors, other governmental agencies, industrial/commercial contacts, and the public.
- Ability to respond to emergency situations.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. 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 regularly required to communicate with others in person and on the telephone. The employee is frequently required to view and produce written and electronic documents. The employee must occasionally lift and/or move objects of moderate to heavy weight. The employee is required to utilize lawn mowers, tractors along with other various equipment typically found in a parks setting as well as a computer.

While performing the duties of this job, the employee works out doors but may also have limited time in an office setting. The noise level in the work environment is usually moderate.