



JOB DESCRIPTION

Part Time Seasonal

Supervised By: Utility Foreman/Skilled Laborer/Water System Operator/WWTP Superintendent/Public Works Coordinator

Supervises: No supervisory responsibility

Position Summary

The Part Time Seasonal Worker performs duties in the Public Works, and Parks Departments. This individual performs general operation and maintenance duties, landscaping duties, and data collection duties.

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

- Perform ground and site maintenance at various Township properties.
- Assist department personnel with duties pertaining to water system, sanitary sewer system, and parks.
- Assist Public Works Department with hookups for water distribution and sewer collection system.
- Perform water meter readings as required.
- Assist department personnel with locating and GPS of sanitary sewer and water system lines and appurtenances for incorporation into Township's GIS system.
- Performs valve location and valve turning in water system.
- Performs minor vehicle and equipment maintenance and upkeep
- Painting of fire hydrants and other township facilities and equipment.
- Perform grounds and ball field maintenance including lawn mowing, trimming, and brush removal.

- Trash removal and cleaning of park pavilions, restrooms, picnic tables, grills, community hall, sand areas, ball fields, dugouts, public works facilities, and playgrounds.
- Perform all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- 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
- High School diploma or equivalent desired
- Ability to work irregular work schedules including weekends and holidays
- Ability to use equipment necessary to the operation of the Township Public Works and Parks Departments such as pickup trucks, tractors, riding mowers, hand mowers, weed eaters, edgers, and blowers.
- State of Michigan Vehicle Operator’s License
- Reliable Transportation
- Individual must pass a drug and alcohol test prior to starting employment.
- 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 by phone or radio, and travel to other locations. The employee’s environment can range from routine maintenance tasks requiring mobility and manual dexterity to strenuous job site situations. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertion associated with completing public works maintenance, repair and construction projects.

The employee is frequently required to use sight, physical strength and manual dexterity to complete projects, and may be frequently exposed to outside weather conditions, toxic or caustic chemicals, tools, machinery and vibration, and other physically demanding situations. The noise level in the work environment can range from moderate to very loud.

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