

Charter Township of Ypsilanti

LABORER – (Ground and Building Maintenance)

Summary

Perform routine maintenance tasks across various Township parks, grounds, and buildings to assist in maintaining cleanliness and appearance of Township properties. Perform related duties as required.

Supervision Received

This position works under the direct supervision of the Residential Services Director or designee. Duties performed according to established procedures and techniques.

Responsibilities and Essential Duties

An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)

1. Clean up loose park trash and debris, empty trash baskets and trash containers.
2. Clean restrooms, scrub sinks and bowls, re-stock dispensers. Clean water fountains.
3. Ensure cleanliness of park shelters.
4. Perform minor repair and maintenance work in and around the buildings and parks, including painting, carpentry, plumbing and electrical repairs of a routine nature. Report any additional repairs needed to supervisor.
5. Actively participate in maintaining and repairing park fences, picnic tables, playground equipment and painting as needed.
6. May lay out and mark ball diamonds, football fields and soccer fields as needed.
7. According to seasonal demands, may trim shrubs and care for grounds, or shovel/plow snow from walks, drives, parking lots and salt icy places.
8. Maintain inventory of tools and supplies to include proper identification and storage.
9. Perform duties requiring safe disposal of chemical liquids and other hazardous components and the ability to read and comprehend SDS (Safety Data Sheets) on such components.

Responsibilities and Duties (cont'd)

10. Receive and handle incoming shipments of supplies and equipment.
11. Use a variety of cleaning equipment and supplies such as mops, wet vacuums, floor polishers, carpet cleaners, brooms, cleaning compounds, wax, and polish as needed.
12. Wash windows, walls, woodwork and polish furniture.
13. Perform security checks incidental to the work, checking doors and windows, securing or opening same at the beginning and/or ending of the business day. Activate building alarm.
14. Move office furniture and files.
15. Provide routine help to public as to location of offices etc., as needed.

Essential Functions, Qualifications, and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Graduation from High School or equivalent. Education and/or two years experience in grounds, building and/or equipment maintenance preferred.
- Working knowledge of various mechanical trades and ability to properly operate various hand and power tools, such as hammers, screw drivers, wrenches.
- Knowledge of safety procedures and practices as applied in custodial and maintenance work.
- Ability to effectively communicate with co-workers, other Township departments and park patrons, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to regularly work extended and weekend hours.
- Ability to work independently or by themselves on a daily basis.
- Ability to understand and follow written and oral instructions, and work alone and with others in a team environment with minimum supervision.
- Computer skills to access emails and work orders.
- Skill in the operation of vehicles, mechanical and power equipment and tools including but not limited to handsaws, riding mowers, chain saws, string trimmers, leaf blowers, and more.
- Knowledge in landscape plants, beds and turf.

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. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is required to talk and hear. This position is very active and requires standing, walking, twisting, bending, kneeling, stooping, crouching, crawling and climbing. Ability to carrying objects up to (75) seventy-five pounds. Specific duties require close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee maybe exposed to weather conditions including temperature extremes. Periodic Overtime may be required.

April – September, Tuesday – Saturday shift 7:00 a.m. – 3:00 p.m.

October – March, Monday – Friday shift 7:00 a.m. – 3:00 p.m.

Updated October 2019