

ADA TOWNSHIP POSITION DESCRIPTION

POSITION NAME: Seasonal Maintenance Worker
DEPARTMENT: Buildings, Facilities & Grounds
REPORTS TO: Buildings, Facilities & Grounds Director

POSITION SUMMARY: This position is primarily responsible for assisting with the operation and maintenance of Township owned properties, buildings, facilities, grounds, streetscapes, parks and amenities, cemeteries, groomed and natural areas in the parks and preserves, and trail system.

DURATION OF EMPLOYMENT: June 2025 through September 26, 2025

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.

1. Assist in the general grounds and landscape maintenance of the Township parks and publicly owned spaces including: mowing, trimming, weeding, edging, leaf and yard waste removal, tree removals, and irrigation repairs.
2. Assist in the basic janitorial and facility maintenance duties related to the maintenance of Township-owned properties and facilities, including carpentry, mechanical, plumbing and electrical repairs.
3. Assist with maintenance on park structures, recreation equipment and trail system as well as seasonal installation and removal of equipment as needed.
4. Operate a variety of small equipment and commercial grade power equipment, John Deere Gators, pressure washers, mowers, trimmers and saws.
5. Assist with opening and closing parks and facilities as needed including setup of tables and chairs and cleaning of park restroom facilities.
6. Collect and disposes of trash and other waste from Township-owned properties, facilities and trails; maintains trash receptacles.
7. Work cooperatively with a variety of contractors, and in some cases volunteers, in execution of assigned duties.
8. Assist with Township special events as needed; assist visitors at Township-owned properties and work with volunteers in a positive and productive manner.
9. Provide assistance to Parks & Recreation staff as needed.
10. Maintain workshop, equipment and tools in a clean and orderly manner.
11. Irrigate by hand watering certain flower beds in the DDA.
12. Perform other tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

- Must possess a valid Michigan driver's license.
- Professional work ethic and demonstrated ability to work in public with others in a positive manner; ability to work independently and adhere to schedules/deadlines.
- Basic skills and experience in landscaping, small machine use, hand and power tools, carpentry, computers, custodial services.
- Ability to understand and follow written and oral instructions, to accept authority and to work effectively with other employees.
- Excellent listening and communications skills.
- Ability to problem solve.

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.

- While performing the duties of this job, the employee regularly works outdoors in all weather conditions and on all types of terrain.
- Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting. Also, activity that involves pushing, pulling and/or lifting objects over 50 lbs.
 - Position requires manual dexterity and ability to operate and use various power tools, equipment.

REVISED: May 14, 2025