

**POSITION NAME:** Park Maintenance  
**REPORTS TO:** Parks and Recreation Director  
**SUPERVISES:** Seasonal Employees

**POSITION SUMMARY:** This position is primarily responsible for assisting with the operation and maintenance of Ada Township parks, nature preserves, park trails and township trail system and support of recreation programs and services.

**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.)

Opens and closes parks and their facilities as needed.

Provides custodial services for park buildings, shelters, restrooms and other facilities; maintains reports and inventory of maintenance and custodial supplies and equipment.

Collects and disposes of trash and other waste from park buildings, facilities, trails and grounds; maintains trash receptacles, dog waste bags and other unpleasant tasks.

Performs maintenance on park landscapes, grounds, trails and gardens; works with contracted landscape services and volunteer gardeners.

Performs maintenance on park buildings, structures, and recreation equipment; maintains workshop and tools in an orderly manner.

Operates and maintains park vehicles, landscaping equipment and power tools.

Removes snow and ice from park trails, parking lots and walkways; shovels and plows.

Assist with maintenance and monitoring of athletic fields, ice rink and recreation equipment; performs seasonal installation and removal of park equipment.

Provides assistance to Buildings and Grounds staff as needed.

Assist with Park and Recreation special events as needed; assist visitors in the park and program participants as needed; works with volunteers in a positive and productive manner.

When Parks and Recreation Director is unavailable, oversees and supervises seasonal staff and community service workers and daily park operations.

Performs other task as may be requested.

**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. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

Minimum of a high school diploma; additional training and education preferred.

Minimum of two years of work experience in related position or field.

General knowledge of and interest in public parks and recreation services.

Professional work ethic and demonstrated ability to work with others in a positive manner; ability to work independently and adhere to schedules/deadlines.

Basic skills and experience in landscaping, small machine maintenance, hand and power tools, carpentry, computers, custodial services.

Must possess a Michigan driver's license.

**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. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job, the employee regularly works outdoors in all weather conditions and on all types of terrain.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds.

The employee must be physically able to operate manual and power landscaping and custodial tools.

**REVISED:** May 5, 2018