

**POSITION NAME:** Parks & Trails Maintenance Worker – Seasonal

**REPORTS TO:** Parks and Recreation Director

**SUPERVISES:** N/A

**POSITION SUMMARY:** This position is primarily responsible for assisting with the operations and maintenance of Ada Township parks, nature preserves and park trails. Other duties may include assistance with recreation programs and community events. Season opportunities exist throughout the year. Based on up to 40 hours per week with an hourly wage.

**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.)

Assist with maintenance of landscaped and natural areas in Township parks, preserves and trails.

Assist with the maintenance and care of recreation facilities such as athletic fields, playgrounds, and gardens.

Assist with the maintenance and care of paved and non-paved trails throughout the Township and within the parks and preserves.

Assist with maintenance and care of park buildings, shelters, and other facilities.

Assist with care and maintenance of equipment, work and storage areas, and tools.

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

Assisting with clearing of brush, down branches and invasive plants.

Work professionally and cooperatively with other staff and volunteers.

Assist visitors in the parks and programs.

Collection of field observations and data.

Assist with snow removal in the winter season.

Performs other tasks 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 18 years of age

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

Some work experience in related position or field.

Professional work ethic and demonstrated ability to work with others in a positive manner.

Ability to work independently and adhere to schedules/deadlines.

Ability to work outdoors in a variety of weather conditions.

Basic skills in, experience with, or ability to learn, use of landscaping tools, maintenance equipment, hand and power tools, utility vehicles.

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 30 pounds.

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