

**Maintenance Worker  
Charter Township of Commerce**

**Job Title:** Maintenance Worker  
**Department:** Parks and Recreation  
**Reports To:** Maintenance Director  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources Department  
**Prepared Date:** 9/9/14  
**Approved By:** Township Board  
**Approved Date:** 10/14/14

**Summary:** Under the general direction of the Maintenance Director, performs maintenance and repairs of vehicles and mowers and performs a wide range of maintenance and general supportive tasks on township grounds and facilities.

**Essential Duties and Responsibilities** include the following, other duties may be assigned.

Performs lawn maintenance, mowing, raking leaves, trimming trees and picking up debris.

Does carpentry, light plumbing and electrical repairs, paints buildings and signs.

May work on special projects removing trees or landscaping, placing ties, stones and so forth.

May examine equipment diagnosing probable cause of malfunctions. Read manuals, blueprints and so forth to determining course of action.

Arrange for parts, identifying needs and may fabricate within the shop.

Inspect defective equipment, diagnose problems, contact proper facility to make repairs if necessary.

May perform routine maintenance activities, adjusting brakes, aligning wheels, tightening bolts, checking tires, batteries and lubricating moving parts.

May use welding equipment on repairs of automotive structures and trailers as needed.

May road test vehicles to evaluate corrective measures and determine vehicle safety before returning to service.

Oversee part time help and schedule times for community service personnel to perform work details as needed within the Township.

Gather data from records, ex: truck reports, vehicle reports and park inspection reports.

Use a variety of tools and equipment including hand and power tools, trucks and tractors.

Performs a variety of other related duties as assigned.

**Competencies:** Uses intuition and experience to complement data; Design work flows and procedures.

**Identifies and resolves problems** in a timely manner; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Focuses** on solving conflict, not blaming; maintains confidentiality; listens to other without interrupting; keeps emotions under control; remains open to others ideas and tries new things.

**Listens** and gets clarification; responds well to questions.

**Treats people** with respect; keeps commitments; inspires the trust of others; works with integrity and ethically upholds organizational values.

**Follows policies** and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

**Prioritizes and plans** work activities; uses time efficiently; sets goals and objectives, organizes or schedules other people and their tasks.

**Demonstrates accuracy** and thoroughness, looks for ways to improve and promote quality. Applies feedback to improve performance, monitors own work to ensure quality.

**Completes work** in a timely manner, strives to increase productivity, and works quickly.

**Observes safety** and security procedures, reports potentially unsafe conditions, and uses equipment and materials properly.

**Adapts** to changes in the work environment; able to deal with frequent change, delays, or unexpected events.

**Punctuality,** is consistently at work on time, ensures work responsibilities are covered when absent.

**Follows instructions,** responds to management direction, takes responsibilities for own actions, keeps commitments, completes tasks on time or notifies appropriate person with an alternate plan.

**Volunteers readily,** seeks increased responsibilities, asks for and offers help when needed.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have five (5) year of work related experience with mechanical ability. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**License/Certification:** Must have a valid driver's license.

**Language Skills:** ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

**Reasoning Ability:** ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 talk or hear. The employee is frequently required to stand; walk; sit; use hands to fingers, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above listed job duties are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.