

**Assistant to Full Time Maintenance Worker
Charter Township of Commerce**

Job Title: Assistant to Full Time 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: 10/14/2014

Summary: Under the general supervision of the full time Maintenance Worker, repairs and maintains Township property, and carries out a variety of internal and external tasks.

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

Open and closing of buildings, securing doors and windows, lowering flag and making arrangements for building use beyond normal working hours. Ex: meeting rooms

Regularly monitors the performance of Township equipment, including but not limited to: furnace and air conditioners, providing adjustment and light maintenance including timers. Making calls to approved service vendors for major repairs.

Constructs repairs and finishes storage shelves, partitions, signs etc.

Maintains Township grounds including but not limited to: mowing lawns, seeding, pruning, watering and removing snow in winter.

Operates and repairs a variety of equipment, including but not limited to: tractor, spray equipment, power tools, chain saws, weed eaters, etc.

Performs light maintenance and repair, including but not limited to: plumbing, cleaning drains, replacing washers, equipment, mowers, small paint jobs, etc.

Picks up and delivers material for the Township Departments as needed.

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 one 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.

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.