

## CHARTER TOWNSHIP OF WHITE LAKE

## JOB DESCRIPTION GROUNDS MAINTENANCE

---

Seasonal – Part Time Hourly  
March 2023

**DEPARTMENT:** Public Services

**REPORTS TO:** Director of Public Services

### **GENERAL STATEMENT OF DUTIES**

Under the supervision of the Director of Public Services performs grounds, and facility maintenance activities. Employee will provide grounds maintenance including mowing, landscaping, weeding, property restoration, and cleaning of facilities.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within the classification.)

- Seasonally provides grounds maintenance which includes mowing, weed whipping, and parks trash collection.
- Assists DPS personnel in maintenance of Township buildings by painting, cleaning, repairing, refurbishing, and performing minor alterations during inclement weather that prevents the primary task of grounds maintenance.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Ability to engage in heavy manual labor for extended periods, in all types of weather and under various working conditions.
- Operates trucks and other light power-driven equipment and tools.
- Cleans assigned equipment and refers defects or needed repairs to supervisor.
- Performs all duties in conformance to appropriate safety standards.
- May assist with fire hydrant, painting service as well as other water facilities maintenance.
- Performs related tasks as required.
- All other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Must possess and maintain a valid driver's license with good record per DPS Driving Record Standards.
- Demonstrated organizational skills and the ability to prioritize multiple tasks.
- Must be able to operate lawn maintenance equipment after basic training. Prior experience is preferred but not required.

### **KNOWLEDGE/SKILLS**

- Ability to perform heavy manual tasks for extended periods of time.
- Willingness to work outside in extremely hot, damp and/or cold weather.
- Ability to work safely.
- Ability to communicate effectively verbally and in writing.

- Ability to establish and maintain effective working relationships with other employees, other departments and the public.
- Must possess proven integrity.
- Ability to understand and carry out written and oral instructions.
- Knowledge of equipment is preferred but not required as training will be provided.

### **WORKING CONDITONS AND 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 use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance; stoop, kneel, crouch or crawl and smell.
- The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts, regularly exposed to wet and slippery surfaces, humid conditions, extreme heat and cold; is regularly exposed to exhaust fumes.
- This position is regularly exposed to dust, fumes, chemicals, or unsanitary conditions such as those found in public restrooms and common areas. An employee in this position must have the strength, stamina, manual dexterity and physical coordination to access various outdoor work sites, perform duties and operate necessary tools and equipment.