



VAN BUREN
CHARTER TOWNSHIP
Job Vacancy

Position Title: Parks Maintenance

Department: Parks and Recreation

Classification: Part-Time

FLSA Status: Non-exempt

Union Affiliation: None

Opening Date: March 2, 2020

Closing Date: Open Until Filled

Hourly Wage: \$12.50

Position Summary

Under the supervision of the Director of Parks and Recreation or his/her designee, this employee is responsible for Monitoring the parks, cleaning park pavilions, picking up litter, cleaning park bathrooms, emptying trash receptacles and general light maintenance.

Essential Job Functions. Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

Parks part-time maintenance staff may work various shifts throughout the week, weekend and holidays. Employees need to be available to work shifts as early as 7:00 a.m. and as late as 10:00 p.m. Shifts generally last 7 hours, totaling 21-28 hours.

Required Knowledge, Skills, Abilities and Minimum Qualifications

- Able to carry out written and oral instructions
- Able to work as part of a team as well as unaccompanied
- Knowledgeable in the safe use of hand tools
- Able to do light maintenance
- Able to operate park vehicles (automatic transmission)
- Able to empty trash receptacles (in excess of 50 lbs.)
- Able to work in an outdoor setting
- Self-motivated – may work unsupervised
- Must have a valid driver's license
- Must be 18 years old
- Must be able to empty trash receptacles (in excess of 50 lbs.)
- Must be able to use hand tools
- Must be available to work a varied shift, including weekends and holidays

Physical Abilities and Work Environment

While performing the duties of this job, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish color. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head at or ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders; the employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 20 pounds of force and be able to lift and/or move light to medium weight objects.

Please submit a cover letter, resume and application to:

nsumpter@vanburen-mi.org.

The Charter Township of Van Buren is an equal opportunity employer