Raber Township Maintenance/Custodial Job Description

Job Title: General Maintenance/Custodial
Reports to: Township Board
Status: Salary
Schedule: May include nights, weekends, emergency call outs

SUMMARY

Perform a full array of unskilled to semi skilled manual labor activities as needed to maintain operations of the township. Activities included, but not limited to:

- Maintenance and repair of Township's buildings, equipment, docks and cemeteries.
- Operate various types of equipment, speciality tools, machinery, and perform manual and skilled work.

WORKING CONDITIONS

- Indoor and outside working conditions.
- Must be available for emergency calls, working weekends and evenings as needed.

ESSENTIAL FUNCTIONS AND KEY RESPONSIBILITIES

- Maintain docks, grounds, cemeteries, township hall and related facilities and equipment.
- Perform landscape/grounds care.
- Assist with Cemetery plot marking.
- Perform preventative maintenance and minor repairs of motorized vehicles/equipment.
- Perform general maintenance activities and cleaning.
- Perform general labor, carpentry and painting activities as assigned.
- Perform snow removal to include shoveling and sanding entrances and walkways.
- Perform custodial duties and prepare facilities for public use.
- Understand and adhere to all safety practices.
- Perform a wide range of tasks to maintain the operations of the township facilities at the verbal or written direction of the Township Board.

GENERAL MAINTENANCE/CUSTODIAL CHECK LIST *Township hall and Fire Hall*

- Clean building floors by sweeping, mopping, scrubbing or vacuuming them.
- Gather an empty garage to dumpster or recycle trailer.
- Service, clean and supply restrooms.
- Clean windows and mirrors.
- Dust office furniture, walls, machines and equipment.
- Mow and trim lawns using mowers and hand powered trimmers and clear debris from township, cemeteries, dump and township docks.
- Notify the board concerning the need for major repairs.
- Remove snow from sidewalks and entrances.
- Keep track of cleaning supplies needed for cleaning and maintenance duties.
- Wax floors-yearly
- Ride along with road brine driver for guidance to township roads-yearly.
- Keep track of Furnace and Stove inspections-yearly.

PHYSICAL REQUIREMENTS

- Ability to perform physical work.
- Ability to climb ladders, walk for extended periods, stand for long periods, move heavy objects weighing a minimum of 50 pounds.

MINIMUM QUALIFICATIONS

- Education/Experience: Any combination of education and experience equivalent graduation from High School and some experience in maintenance repair work.
- Possession of a valid driver's license issued by the State of Michigan and a good driving record.
- No felony convictions.
- Driving and criminal background checks will be completed if deemed necessary.
- Drug and alcohol testing according to Federal Regulations upon request.
- Physical upon request.
- Willingness and ability to work a flexible schedule including occasional nights and weekends.

MISCELLANEOUS

- The duties listed above are intended only as illustrations of the various types of work that may be performed.
- There will be a 90 day probationary period to establish a fit and proper person for this position.
- There are no benefits, vacation days etc involved with this position.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed. I have reviewed and understand the above Job description for the General Maintence/Custodial Position of Raber Township.

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Employee Name (Please Print)

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Employee Signature