

Village of Lake Odessa
PART TIME JOB DESCRIPTION

PUBLIC WORKS
MAINTENANCE WORKER

Position Summary: Participates in a full range of maintenance and repair activities associated with municipal infrastructure, including streets, curbs, sidewalks, traffic control and related signage, parking lots, parks, buildings, grounds, beach, boat dock, recreational sites, forestry program, leaf pick-up program, water and storm sewer systems, special events and seasonal activities.

Reports to: Public Works Director

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. **Public Works Construction, Maintenance & Repair Work:** Participates in limited aspects of public works construction, maintenance and repair work and operates all related light vehicles including pick-up truck, RTV, mower, trimmer, and hand tools.
2. **Streets, curbs & sidewalks:** Completes projects involving moderate to heavy physical labor including patching, painting/striping, street sweeping, leaf and brush pick-up, and other tasks as assigned.
3. **Traffic control and related signage:** Places and removes temporary and permanent signs and barricades, participates in pavement markings and painting.
4. **Parking lots:** Assists in patching, painting/striping, sweeping, leaf pick-up, and other construction and maintenance activities.
5. **Parks & grounds:** Directly or in conjunction with others, assists with trash pick-up, mowing, trimming, planting, weeding, irrigation systems, tree trimming, chipping, tree and brush removal, planting, and related activities. Opens restrooms, empties trash receptacles and cleans beach areas on holidays and weekends.
6. **Buildings & Facilities:** Completes custodial work including cleaning all public restrooms and collecting trash in all public locations, other general maintenance, painting, and associated tasks. Opens bathrooms and other facilities.
7. **Special events and seasonal activities:** Assist with decorations, event set-up, traffic control, signage, banners, and related items.

8. Motor/equipment pool: Completes basic maintenance and repairs on department equipment and vehicles including oil changes, grease and lubricate, change lights, and related tasks. Assists with more advanced repairs, welding and metal fabrication as knowledge and expertise allows.
9. Performs other duties as required.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- A valid State of Michigan Driver's License and the ability to maintain one throughout employment.
- Previous grounds maintenance experience is preferred.
- Ability to work constructively and interact professionally with employees, the general public, and various professional contacts.
- Ability to manage multiple priorities and work within deadlines.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in the field at various public works project sites. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites and public works maintenance activities.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to these sites and to participate in heavy physical labor, including heavy lifting and physical exertion, and must have the vision capabilities and manual dexterity needed to operate light equipment. The employee is required to do all of this in every type of weather condition, including adverse weather conditions, extreme heat and severe cold weather.