

Title: Township DPW Assistant
Reports To: DPW Supervisor
Positions Supervised: None

BROAD STATEMENT OF RESPONSIBILITIES:

The Township DPW Assistant is a permanent part time, at-will employment position responsible for assisting the DPW Foreman with maintenance and landscaping duties at township facilities and grounds areas. The work hours necessary for this position will vary by season. The work requires working knowledge of motorized equipment and hand/power tools in order to perform grounds work activities.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Perform tasks and work assigned by the Township DPW Foreman, including, but not limited to:
 - a. Perform mowing, maintenance, and landscaping duties at township facilities and grounds areas.
 - b. Assist with grooming and maintenance of ball fields in park.
 - c. Assist with maintaining the grounds at the Auburn Williams Fire Department.
 - d. Check Park and DPW facilities for vandalism and report any substantial incidents.
 - e. Pick up of litter and debris on township properties as needed.
 - f. Assist with brush chipping for the township chipping program.
 - g. Assist with weed cutting and herbicide application around township properties including fire hydrants, and assist with township wide fire hydrant flushing when necessary.
 - h. Assist with repairing damaged ground areas, and trimming bushes, hedges, shrubs, and trees except in those flowerbeds, flowerpots, and areas designated as the responsibility of the Township Gardener.
 - i. Assist with equipment and building preventative and other maintenance.
 - j. Identify and report maintenance needs.

2. Operate township owned and/or rented equipment such as trucks, tractors, mowers, and chippers.
3. May be required to paint or varnish where necessary to maintain the appearance of buildings, fixtures and equipment.
4. Ensure proper care in the use and maintenance of equipment and supplies; promote continuous improvement of workplace safety and environmental practices; prepare accident reports regarding property and equipment damage as well as personal injury incidents.
5. Performs other tasks and special projects as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

1. Education level typically acquired through the completion of high school required. Knowledge of use and care of motorized equipment and hand/power tools used in building and grounds maintenance work helpful.
2. Knowledge of the occupational hazards and safety precautions applicable to groundskeeping and maintenance work required.
3. Communication and interpersonal skills to relate effectively with township staff at all levels, township residents, and other representatives from the community at large.
4. Ability to work independently and efficiently with minimal supervision, understand and follow oral and written directions, communicate clearly and concisely, both orally and in writing to achieve work schedules. Requires ability to accept changes in schedule to accommodate township schedules and activities.
5. Must have valid Michigan drivers' license and ability to operate hand/power tools and other equipment.
6. Person must be able to perform as needed hard manual labor; prolonged standing, bending, stooping and stretching required; manual dexterity to operate and use various tools, devices and equipment; physical agility to walk, climb into confined spaces; may occasionally involve working with chemicals; requires working outdoors during all seasons and all weather conditions, may require lifting materials, supplies and equipment weighing up to 50 pounds; request assistance for lifting materials, supplies and equipment over 50 pounds.

7. Must be certified/licensed by Michigan Department of Agriculture & Rural Development (MDARD) as a Private Pesticide Applicator to use, handle and apply commercial chemicals and/or pesticides.

DISTINGUISHING CHARACTERISTICS:

Position requires: a) Using power equipment and vehicles to maintain grounds and facilities; b) significant physical activity including bending and lifting for brush chipping; and c) performing routine maintenance to equipment.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to post offer, pre-employment physical examination/medical history check.
- Must pass a pre-employment criminal background check.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Hours worked in this position are as needed, and will fluctuate from 0 to 35 hours per week due to the seasonal nature of groundskeeping and the work load of the DPW. Hours worked may reach 35 hours per week during spring, summer, and fall, with no hours necessary during the winter. Hours worked during winter are on an as needed basis. Hours worked will not exceed 40 hours per week except as approved by the Township Supervisor or designee.
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of heavy objects. Job duties require an employee to bend, stoop, reach, or stand for extended periods. Physical work is a significant part of job.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.