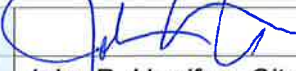




Job Description

Part-Time Maintenance

Background

<i>Reports to:</i>	Utilities Director	<i>Approved by:</i>	
<i>Supervise:</i>	none	<i>Printed Name:</i>	John P. Hanifan, City Manager
		<i>Date:</i>	June 9, 2017
		<i>Wage Scale:</i>	Part-Time Maintenance
		<i>Work Comp Code:</i>	5509-00
<i>Category (mark one):</i>	Exempt	Non-Exempt (that is, can be paid overtime)	
<i>Union Affiliation (mark one):</i>	None	Teamsters	POLC

Function

Complete general maintenance responsibilities within the City of Chelsea in support on City operations.

Key Responsibilities and Duties

- Perform a variety of labor, maintenance, construction and repair tasks as needed related to City infrastructure
- Assist in City lawn care and park maintenance, snow plowing and sewer cleaning
- Use City vehicles with care and skill
- Use necessary safety gear and precautions while performing City tasks
- Learn to effectively use tools required to complete City maintenance tasks as needed
- Maintain effective working relationships with fellow employees
- Exhibit respectful customer service when interacting with customers, local business owners and residents
- Assist in weekly City trash collection
- Perform tasks required to help support City facilities
- Perform other related work as necessary to support the Public Utilities Service Division

Necessary Qualifications

A qualified candidate will demonstrate the following skills and background.

- Demonstrates basic knowledge of general repair, maintenance and construction activities
- Attained a high school education or higher
- Holds a valid Michigan Driver's License
- Demonstrates an ability to maintain and prepare accurate records
- Demonstrates an ability to effectively address resident, business owner and customer concerns
- Demonstrates an ability to clearly express oneself in speech and writing

Physical Demands and Work Environment

The physical demands and work environment characteristics 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 essential job functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle, fee or operate objects, use tools or controls, and reach with hands and arms.

The employee frequently is required to stand and talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell.

The employee must frequently lift, push or pull up to 100 pounds. Specific vision abilities with or without prescription glasses required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet or humid conditions and vibration.