



Charter Township of Orion

Job Description

Job Title: Seasonal Outdoor Maintenance Worker (Buildings & Grounds Department)

Reports To: Operations Manager, Supervisor's Office

Job Summary

Under the general direction of the Operations Director, responsible for general maintenance of grounds areas and facilities.

Primary Duties & Responsibilities

1. Clean and make minor repairs to pavilion areas and site amenities.
2. Sweeps, rakes, picks up litter, and empties trashcans.
3. Plants flowers, shrubs and trees.
4. Maintains plant material by watering, pulling weeds, applying fertilizer, herbicides and woodchip.
5. Uses hand tools such as garden hoses, shovels, brooms, rakes, hoes, trimmers, saws and clippers.
6. Uses powered grounds equipment such as tractors, trimmers, blowers, saws and water pumps.
7. Maintains exercise trail and nature paths by mowing, raking and weed control.
8. Performs other duties as assigned.

Minimum Qualifications

1. Must possess a valid Driver's license.
2. Must be 18 years or older.
3. Must have a positive attitude and be self-motivated to complete tasks without supervision.

Desirable Qualifications

1. High school diploma or equivalent.
2. Landscaping experience.
3. Carpentry skills.
4. Knowledge of working with simple hand and tree trimming tools.
5. Able to operate a tractor, utility vehicle and mower.
6. Ability to identify unsafe conditions and determine course of action to rectify the situation.

Working Conditions/Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

1. While performing the duties of this job, the employee is frequently required to sit and talk and hear. Uses hands to finger or operate objects, tools, or controls, and to reach with hands and arms.
2. Must be able to lift, climb ladders, and walk a mile at a time.
3. Vision abilities required by this job include close vision and long vision and the ability to adjust focus.
4. Must be able to operate a tractor and drive a vehicle.
5. Physical condition must permit outdoor manual labor under all weather conditions.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.