



## Charter Township of Orion

### Website Notice

#### Position Available Seasonal DPS Worker

Position performs a variety of skilled and unskilled tasks associated with the general maintenance of grounds and Public Service facilities, including inspecting and painting hydrants, maintaining landscaping, inspection and maintenance of machinery/equipment used in performing assigned tasks, assisting with various DPS projects, light construction including minor electrical, plumbing, carpentry and masonry tasks, assists other work divisions and departments when assigned. Require a high school diploma or equivalent, knowledge of working with simple hand and tree trimming tools, ability to operate tractor, utility vehicle and mower, and have the ability to identify unsafe conditions and determine course of action to rectify situation, mental ability to handle pressures relating to situations needing immediate attention, and physical ability to periodically lift, push or pull items weighing up to 50 pounds, as well as to climb/bend/stoop/crawl when performing custodial or maintenance functions. Must be 18 years or older and possess a valid Michigan Driver's License.

Approved applicant must have a complete physical and drug screening along with background check. Pay is \$13.00 per hour, no benefits. Season typically runs April through October.

*Please click here to read job description for full details and requirements.*

Please submit resume and completed application to Supervisor's Office, 2525 Joslyn Road, Lake Orion, MI 48360. Positions open until filled.

Chris Barnett  
Supervisor



# Charter Township of Orion

## Job Description

**Job Title:** Seasonal DPS Worker

**Reports To:** DPS Crew Leader

### Job Summary

Under the general direction of the DPS Crew Leader, responsible for the general maintenance of grounds and Public Services facilities.

### Primary Duties & Responsibilities

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.*

1. Responsible for hydrant painting and inspection.
2. Responsible for maintaining the landscape of Public Services buildings and facilities. Duties include but are not limited to mowing, trimming, weed whipping, and pruning.
3. Perform daily inspection and maintenance of machinery and equipment used in performing the assigned tasks.
4. Assists with various DPS projects; light construction of Public Services buildings and facilities, water line taps, minor electrical, plumbing, carpentry and masonry tasks.
5. Follows all safety rules and procedures established for work areas.
6. Assists other work divisions and departments when assigned.
7. Performs other work as assigned.

## Job Qualifications

1. High school diploma or equivalent is preferred.
2. Must hold a valid Michigan Driver License and have a driving record in Good Standing. To be in Good Standing Driver must be subject to a current DMV printout report with none of the violations below\*:
  1. Any major violations (DWI, homicide, reckless driving, drugs, leaving the scene) within the last three years
  2. Two or more other moving violations and one at fault accident in the last three years
  3. Three or more other moving violations in the last three years
  4. Two or more at fault accidents in the last three years with no moving violations

\*Drivers will not be qualified for this position if they meet or exceed any of the four guidelines at any time during the course of employment. It is the employee's responsibility to inform Charter Township of Orion any violations that result in more than two (2) points for a violation.

5. Must be 18 years or older.
6. Must have a positive attitude and be self-motivated to complete tasks without supervision.
7. Knowledge of working with simple hand and tree trimming tools.
8. Able to operate a tractor, utility vehicle and mower.
9. Ability to identify unsafe conditions and determine course of action to rectify the situation.

## Working Conditions

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. Physical ability to periodically lift, push or pull items weighing up to 50 pounds, as well as to climb/walk/bend/stoop/crawl when performing duties.
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. Position requires work in all outdoor weather conditions throughout the year. Therefore, the individual may be subject to extreme heat and cold necessary to complete work assignments.

*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.*