

MAINTENANCE HELPER

POSITION SUMMARY: Performs a variety of unskilled, semi-skilled and limited skilled labor intensive work related to facilities, grounds, parks, recreation areas and public works maintenance in various City departments. This position operates various types of vehicles, equipment and tools. Employees hired after September 1, 2012 will be required to complete work related to fire and rescue services and shall be certified to perform such work.

SUPERVISION RECEIVED: Work is performed under the supervision of a designated supervisor.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs general maintenance related to facilities, grounds, parks, recreation areas and public works and utilities. This may include snow and ice removal.
2. Performs custodial work such as changing light bulbs, replacing screens, painting and trash removal.
3. Assists with various projects and special events.
4. Cleans equipment and follows inspection and preventative maintenance checklists.
5. Performs heavy manual labor.
6. Operates and maintains various types of vehicles, equipment and tools such as lawnmowers, chainsaws, and pickups with plows.
7. Prepares information for records and reports including documentation of activities.
8. Performs related work as required.
9. Employees hired in this classification after September 1, 2012, will be required to perform work related to fire and rescue services.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- A high school diploma or equivalent or completion of vocational school; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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- Ability to perform manual labor for extended periods of time and often under adverse climatic conditions.
- Ability to work as a team and with minimum supervision. Possesses self-supervising attributes, and a positive, congenial attitude.
- Ability to establish effective working relationships and uses good judgment and resourcefulness when working with staff, volunteer workers, other agencies and the public.
- Ability to operate and maintain vehicles, equipment and tools. Demonstrates a mechanical aptitude.
- Ability to communicate effectively in both verbal and written form, to prepare accurate reports, and to read, understand and follow instructions.
- Ability to use computers and software programs.
- Ability to work various shifts and respond to call outs to provide proper coverage for all activities and events.
- Possession of a valid Michigan motor vehicle operator's permit.
- Employees hired in this classification after September 1, 2012 will be required to be trained and certified at a minimum level of Fire Fighter II with Hazmat Operation Level and pass physical fitness standards in accordance with the National Fire Protection Association (NFPA) and a Fire Fighter physical ability test.

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. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to stand, sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and occasionally in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather. The employee is required to drive in inclement weather.

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Employees hired after September 1, 2012 may work on fire scenes and be exposed to severely hazardous conditions including fire and smoke. In some situations the employee may encounter very dangerous working environments including assisting other firefighting personnel at incident scenes. The employee will be required to take a physical examination in accordance with NFPA standards and report to the Fire Chief any physical conditions that may interfere with the performance of his or her duties as a firefighter.