Charter Township of Orion

Full-time Position Available
Building Maintenance Worker

The Township is seeking qualified applicants for the position of full-time Building Maintenance Worker, who performs general custodial duties, and skilled maintenance and repair of buildings, grounds, and equipment within the Township.

Minimum qualifications include knowledge normally acquired through the completion of a high school diploma or equivalent, four years of experience with skilled trades preferred, and two years of custodial experience. Must hold valid Michigan Driver license and have a driving record in good standing.

Scroll down to review job description for full details and all requirements for this position.

This is a full-time, 40 hours per week, Level 5 union position with a start rate of $20.25 per hour, plus benefits. Approved applicant must pass a complete physical and drug screening along with a background check.

Please submit your cover letter, resume, and completed application to the Orion Township Supervisor’s Office, 2323 Joslyn Road, Lake Orion, MI 48360.

Position open until filled.

Chris Barnett
Supervisor
Charter Township of Orion
Job Description

Job Title: Building Maintenance Worker
Department: Parks & Recreation
Reports to: Facilities Supervisor
Union Affiliation: Technical Unit
Position Level: 5
FLSA Status: Non-Exempt

Job Summary

Under the supervision of the Facilities Supervisor, the Building Maintenance Worker performs general custodial duties, and skilled maintenance and repair of buildings, grounds, and equipment within the Township.

Essential Job Functions

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. Performs basic rough and finished carpentry installation and repair of structures such as sheds, gazebos, walls, partitions, doors, fences, window frames, and roofs for Township property.

2. Maintains and performs minor repairs to the HVAC, boiler system and equipment. Troubleshoots climate issues when necessary.

3. Performs skilled electrical, plumbing and audio/visual electronic installation, repairs and maintenance work.

4. Fabricates, maintains and repairs interior cabinetry, fixtures, appliances, exercise equipment and furniture.

5. Maintains a safe environment at all Township properties by performing leaf and snow removal, path and sidewalk maintenance, etc.

6. Performs various custodial duties at assigned Township buildings and properties including cleaning, disinfecting and emptying of trash.

7. Assists with setting up and tearing down of Township facilities according to daily need for special events, activities, programs, and meetings.

8. Maintains all Township grounds by performing gardening and landscaping functions such as planting trees and flowers, watering, weeding, pruning, trimming, and lawn mowing.

10. Performs security checks of buildings and facilities, observes, and reports suspicious persons, secures storage rooms and interior and exterior doors.

11. Repairs hand tools and completes repairs and maintenance on machinery and equipment.

12. Works with contractors to complete jobs that cannot be completed in-house.

13. Maintains a safe work environment and operates within OSHA/MIOSHA guidelines.

14. Other duties as assigned.

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<th>Job Qualifications</th>
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<tr>
<td>1. High School Diploma or equivalent. Four years of experience with skilled trades preferred.</td>
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<td>2. Two years of custodial experience.</td>
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| 3. 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*:
   A. Any major violations (DWI, homicide, reckless driving, drugs, leaving the scene) within the last three years
   B. Two or more other moving violations and one at fault accident in the last three years
   C. Three or more other moving violations in the last three years.
   D. 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. Possession of CDL not required, but preferred. |
| 4. Knowledge of working with simple hand tools, motor tools and tree trimming tools. |
| 5. Interpersonal skills necessary to communicate with other Township personnel in the exchange of information and to effectively communicate with the senior citizens and general public in situations requiring tact and patience. |
| 6. Ability to operate a tractor, utility vehicles and mower. |
| 7. General knowledge of small engine repairs. |
| 8. General knowledge of building trades and methods, i.e., plumbing, electricity, carpentry and audio/visual elec. |
| 9. Ability to identify unsafe conditions and determine course of action to rectify the situation. |
| 10. Ability to comprehend oral and written directions and the ability to make safe, sound decisions when faced with an immediate dilemma. |
11. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is required to walk along trails and paths. The employee must use hands and fingers to operate objects, tools, or controls, and must reach with hands and arms. Physical ability to periodically lift, push or pull items weighing up to seventy-five (75) pounds, as well as to climb/bend/stoop/crawl/reach on a regular basis.

**Work Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

40 hours per week, including weekends and evenings as needed. Extended workday may be required. Attendance to scheduled special events, programs and activities will be required.

Position requires work in all outdoor weather conditions throughout the year. Therefore, the individual will be subject to extreme heat and cold necessary to complete work assignments.

*I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time.*

______________________________  ____________________
Employee Signature  Date

______________________________  ____________________
Human Resources  Date

*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. This document is not intended to be a contract between the employee and the employer.*

*Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*

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