Charter Township of Orion

Position Available

Park Maintenance Worker

Now accepting applications with resume for a full-time Park Maintenance Worker. Responsible for general maintenance and inspection of Township buildings and grounds, including but not limited to athletic fields, trailways and equipment. Applicants should have knowledge of operating equipment and methods involved in general park maintenance including small engines, rough carpentry, and landscaping and athletic field preparation. Valid Michigan Driver’s License in good standing required, possession of CDL not required, but preferred. Desired qualifications include high school diploma or equivalent, two years park maintenance or landscaping experience, knowledge of irrigation systems and turf management. State of Michigan Pesticide Applicators certification preferred within six months. Approved applicant must have a complete physical and drug screening along with background check. This is a Level 5 Technical Union position. Start rate is $20.25 per hour (non-negotiable), full benefits, for 40 hours per week, including evenings and weekends as needed.

Scroll down to read job description for full details and requirements.

Applications with resume are to be submitted to the Supervisor’s Office, 2323 Joslyn Road, Lake Orion MI 48360. Position open until filled.

If you have any questions, contact (248) 391-0304, ext. 1004.

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

Job Summary

Under the general direction of the Parks Superintendent, is directly responsible for general maintenance and inspection of Township buildings and grounds, including but not limited to: athletic fields, trailways and equipment at Township. Works to provide the safest and best experience for Orion Township residents, park patrons, and other visitors.

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. Opens, maintains, and cleans all Parks and Recreation facilities (Buildings, Gazebos, Pavilions, etc.)
2. Drives, operates, maintains and cleans vehicles and equipment.
3. Prepares and maintains athletic fields (Baseball, Soccer, Tennis, Volleyball, Basketball, Disc Golf)
5. Cleans park facilities, including bathrooms, emptying trash cans, litter, responding to public complaints, and nuisance orders (Code Enforcement).
6. Organizes volunteer and court ordered work crews to complete projects.
7. Oversees temporary and seasonal staff.
8. Provides additional assistance and support to various departments as needed.
9. Keeps a clean, safe and friendly work environment, operating within OSHA/MIOSHA guidelines.
10. Engages with the public, enforcing and advising of Orion Township rules and regulations.
11. Performs other duties as assigned.
**Job Qualifications**

1. The job requires knowledge normally acquired through the completion of a high school degree or equivalent, along with additional secretarial/clerical courses from an accredited college or business school. Associates degree preferred.

2. High School Diploma or equivalent. Two years of experience with skilled trades preferred.

3. Two years of park maintenance or landscaping experience.

4. 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.

5. Knowledge of working with simple hand tools, motor tools and tree trimming tools.

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.


10. Ability to identify unsafe conditions and determine course of action to rectify the situation.

11. Ability to comprehend oral and written directions and the ability to make safe, sound decisions when faced with an immediate dilemma.

12. Knowledge or education in turf management, basic knowledge of irrigation systems.

13. Frequently required to sit and talk and hear, walk along trails and paths, must be able to use hands and fingers to operate objects, tools, or controls and must reach with hands and arms, ability to lift and/or more 75 lbs.

**Working Conditions/Physical Demands**

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.
1. 40 hours per week, including weekends and evenings as needed. Extended workday may be required.

2. 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 duties that may be performed by an employee 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.

<table>
<thead>
<tr>
<th>Rev</th>
<th>Date</th>
<th>Description</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td></td>
<td>Original Job Description</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>11/16/2015</td>
<td>Revisions approved by Board</td>
<td>HR, Department Head</td>
</tr>
<tr>
<td>02</td>
<td>01/2018</td>
<td>Proposed Revisions from Job Study</td>
<td>HR, Department Head, Employee</td>
</tr>
<tr>
<td>03</td>
<td>08/02/2021</td>
<td>Updated job title for “Parks Superintendent” to “Parks Superintendent”.</td>
<td>Administrative update</td>
</tr>
<tr>
<td>04</td>
<td>7-27-2023</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>