

**Job Description**  
**Buildings & Grounds Maintenance Position**

Reports To: Supervisor  
Positions Supervised: None

**BROAD STATEMENT OF RESPONSIBILITIES:**

Performs wide variety of maintenance and custodial duties involving all Township owned buildings and grounds. This is a part time position with more hours in spring and summer than the fall and winter. Starting pay is \$14.10 per hour.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Performs general upkeep and repairs of Township properties.
2. Performs grounds maintenance including, painting and staining and various other tasks; which may include cemetery grounds.
3. Performs building and parks maintenance including repairs and minor construction/building projects.
4. Assists with set - up of election equipment and returns same to storage after elections.
5. Performs other tasks and special projects as requested.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. High school diploma; aptitude and skills in general maintenance and repairs.
2. Communication skills to relate effectively with office staff and other department workers and vendors/suppliers.
3. Valid driver's license; ability to operate variety of tools and equipment; also requires ability to receive/comprehend instructions and carry-out assigned tasks to achieve work schedules; requires ability to accept changes in assigned work priorities to accommodate project schedules.
4. Hard manual labor; prolonged standing, bending stooping and stretching required; manual dexterity to operate and use various tools, devices and equipment; physical agility to walk; may occasionally involve working with chemicals; requires working outdoors frequently during all seasons and all weather conditions; lifting of construction materials, supplies and equipment weighing 50 pounds.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.



### EDUCATIONAL PREPARATION

	Name of Institution	Location	Diploma, Degree or Credits	Field of Specialization
Elementary				
Secondary				
Others				

Organization memberships (and offices held, if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### WORK EXPERIENCE

List Chronologically. Include Military Service.

Dates of Employment From To	Type of Work	Employer's Name & Address

#### FOR OFFICE USE ONLY

Arrange Interview Yes \_\_\_\_\_ No \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employed Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_ Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Name and Title