



POSITION ANNOUNCEMENT
FULL-TIME PARKS AND RECREATION
MAINTENANCE TECHNICIAN

Position: A full-time position with benefits as Maintenance Technician for the Oakland Township Parks and Recreation Commission (PRC).

Duties will include the following major responsibilities: Constructs, maintains/repairs park structures and grounds including residences, play structures, outbuildings, picnic pavilions, storage buildings, restrooms, fencing, stairs, signs, parking lots, landscaping, trails, boardwalks and recreation facilities such as athletic fields, archery range, sled hill and portable ice rink. Applicant must be able to maintain and operate power and hand equipment as well as being familiar with operation of snowplows and other motorized equipment.

Summary of Employment Qualifications:

- High school graduate or GED; minimum two years working knowledge of parks and recreation facilities and grounds construction and maintenance,
- Valid Michigan driver's license,
- Ability to take direction and work independently or with other employees,
- Ability to interpret and work with maps/plans,
- Physically able to bike/hike in parks and on the Paint Creek Trail, lift 80 pounds and operate power equipment and motorized vehicles,
- Education or technical training in parks and recreation and/or building/landscape maintenance preferred.

Please see "Employment Opportunities" on the Home page of the Oakland Township website, www.oaklandtownship.org, for a complete list of specific job responsibilities and required qualifications.

Pay Rate, Benefits and Starting Date: Wage range is \$16.91/hour – \$20.72/hour. Salary will be commensurate with qualifications and experience. Benefit package includes paid vacation, personal days and holidays; health and medical insurance, dental, and optical plans, and pension. Starting within four to six weeks after position is awarded; employee will be expected to commence work 40 hours per week. Anticipated start is April 1, 2019, but somewhat flexible.

To Apply: Submit one-page cover letter, resume, and three professional references to:

Mail: Full-time Maintenance Technician Position
Oakland Township Parks and Recreation
4393 Collins Road,
Rochester, MI 48306

Email: ckasprzak@oaklandtownship.org

All application materials must be received no later than 3pm Friday March 1, 2019.

The Charter Township of Oakland is an Equal Opportunity Employer. Recruitment and selection process may consist of but not be limited to multiple interviews, extensive background investigation, and a physical examination including a drug screening at department's expense will be required.

Charter Township of Oakland
Parks and Recreation
Job Description

MAINTENANCE TECHNICIAN (REV 1-30-2019)

Position Summary

A full-time hourly position as Maintenance Technician for the Oakland Township Parks and Recreation Commission (PRC). This position's duties are to perform custodial, construction, maintenance, and repair activities involving parks and recreation. The Maintenance Technician will be directly supervised by the Parks Maintenance Foreman. The Parks Maintenance Foreman reports to the Parks and Recreation Director and the PRC, which is responsible for approximately 1100 acres of park land and recreation facilities as well as the Oakland Township portion of the Paint Creek Trail.

Examples of Duties

- Inspects park areas on foot and/or by vehicle to maintain a safe and secure environment.
- Appropriately responds to emergencies which occur on park property.
- Maintains good relations with the general public and law enforcement officers.
- Provides accurate information to the public regarding the Township parks.
- Constructs, maintains/repairs park structures and grounds including residences, play structures, outbuildings, picnic pavilions, storage buildings, restrooms, fencing, stairs, signs, parking lots, landscaping, trails, boardwalks and recreation facilities such as athletic fields, archery range, sled hill and portable ice rink.
- Maintains athletic fields including field lining, aeration, and overseeding.
- Applies herbicides as necessary to areas including archery range, parking lots, and trails.
- Performs snow removal activities.
- Safely operates and maintains hand and power tools including chain saw, two-way radio communication devices, and diesel or gasoline powered equipment.
- Maintains safety and repair records and reports.
- Regular trash removal from parks and trails.
- Removal/pruning of smaller fallen and/or hazardous trees with a chainsaw.
- Participates in special park programs such as National Trails Day, Music in The Meadows, Goodison Good Tyme, Winter Carnival, etc.
- Operates and maintains Parks and Recreation trucks including snow plow, gator, trailer, wood chipper, tractor and other motorized equipment.
- Minor maintenance and repair of Parks and Recreation buildings as needed.
- Organization of municipal meeting rooms to facilitate meetings of Township-sponsored organizations.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

- High school graduate or GED. Minimum two years working knowledge of facilities and grounds maintenance, repair or construction, preferable with parks and recreation or similar operation.
- Ability to take direction and work independently or with other employees.
- Ability to interpret and work with maps/plans.
- Ability to communicate effectively orally and in writing and to maintain public relations.
- Knowledge of methods, techniques, and requirements for the operation, construction, and maintenance of buildings, facilities, grounds, and equipment.
- Knowledge of methods and techniques used in building construction activities.
- Knowledge of emergency response practices.
- Experience leading seasonal employees working in the field.
- Ability to safely use and maintain (and train seasonal staff to safely use and maintain) power equipment and other field equipment.

Physical Requirements

Duties require sufficient mobility to work in a normal park and recreation setting and use standard equipment including chain saw, wood chipper, trimmers and saws; and hearing and speech sufficient to communicate in person or over the telephone. The incumbent will work primarily outdoors and be seasonally exposed to extreme (both hot and cold) weather conditions. The work requires the ability to safely operate a motor vehicle such as a truck or tractor. The incumbent must be physically capable of completing the tasks outlined about with sufficient physical agility to lift eighty (80) pounds, climb ladders, walk for extended periods, stand for long periods, and traverse rough terrain.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Special Requirements, Licenses, and Certifications

- Valid Michigan driver's license and good driving record. No felony convictions. Driving and criminal background checks will be completed.
- Must be able to provide own transportation as needed.
- Ability to obtain related licenses or certifications such as first aid, CPR and Michigan Pesticide Applicator Certificate with 6 months from date of hire.
- Willingness and ability to work flexible schedule including occasional evenings, weekends and holidays.
- Preferred education or technical training in parks and recreation, and/or building/landscape maintenance.