

Charter Township of Oakland  
Parks and Recreation  
Job Description

**SEASONAL MAINTENANCE TECHNICIAN**

**Position**

A full-time hourly position as Seasonal Maintenance Technician for the Oakland Township Parks and Recreation Commission (PRC). This position's duties are to perform custodial, maintenance, and repair activities involving parks and recreation. The Seasonal 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.

**General 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.
- 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 and archery range.
- Safely operates and maintains hand and power tools, 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.
- Invasive plant management, weeding of planting beds, supporting habitat restoration as needed.
- 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, gator, trailer 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.

**Qualifications**

High school graduate or GED. Minimum two years working knowledge of facilities and grounds maintenance.

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 and maintenance of buildings, facilities, grounds, and equipment.

Knowledge of methods and techniques used in building construction activities.

Knowledge of emergency response practices.

**Physical Requirements**

Ability to perform physical work, sometimes under adverse conditions or in inclement weather.

Ability to climb ladders, walk for extended periods, stand for long periods, move heavy objects weighing minimum 50 pounds, and traverse rough terrain.

**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 and CPR.

Willingness and ability to work flexible schedule including occasional evenings and weekends.

Preferred education or technical training in parks and recreation, environmental studies, and/or building/landscape maintenance.

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