

Dorr Township – Maintenance Assistant

Job Description

4196 18th St, Dorr, MI 49323 - (616)681-9874

Job Summary

Under direction of Maintenance Supervisor the Maintenance Assistants job is to assist with the general maintenance and upkeep of buildings, grounds, and equipment. The Maintenance Assistant must be able to follow all policies and procedures established but the Township Board.

Job Responsibilities

Job responsibilities are as follows but are not limited to

- Minor repairs and inspections of equipment
- Perform various clean-up and maintenance tasks as required
- Thorough knowledge of the occupations hazards and corresponding safety precautions necessary for the safe performance in using equipment to complete assign tasks
- General repairs such as painting patching walls
- Maintain the upkeep of all township locations including cemeteries with landscape, lawn care, tree trimming, trash and snow removal and ice control
- Must be flexible with time and adjusting hours as needed to avoid over time when possible
- Able to work kindly with residents

Job Skills and Qualifications

- Ability to make minor repairs to buildings and equipment
- Ability to understand verbal and written instructions
- Excellent oral and written skills
- Able to problem solve, be organized, multitask and meet changing deadlines
- Must be self-directed and able to complete projects with limited to no supervision

Job Requirements

- Related experience
- Minimum High School diploma or GED
- Clean background check
- Current and valid motor vehicle operator's license