

**PITTSFIELD CHARTER TOWNSHIP  
JOB DESCRIPTION**

**MAINTENANCE TECHNICIAN II – PARKS & RECREATION**

**Supervised by:** Parks & Recreation Maintenance Supervisor and Parks & Recreation Director

**Supervises:** May lead others in work assignments as directed by the Maintenance Supervisor

**Position Summary:**

Under the direction and supervision of the Maintenance Supervisor and the Parks & Recreation Director, performs a variety of routine and skilled maintenance, construction, custodial and repair activities involving parks and recreation buildings, grounds and equipment. Also performs general labor and other work as required.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists with maintenance, grounds-keeping, landscaping, and repair activities in the parks; including playgrounds, pavilions, ball fields, soccer fields, tennis courts, nature trails, public restrooms, storage facilities, public buildings and public lands.
2. Performs major and minor facility and equipment maintenance, servicing and repairs (i.e. tractors, trucks, passenger vehicles, chippers, power tools, fences, lawnmowers, bleachers, backstops, grills, signs, picnic tables, etc.). Reports all major repair needs to the Maintenance Supervisor. Records preventive and repair maintenance activities according to established procedures.
3. Assists in the successful accomplishment of parks and facilities improvement and development projects.
4. Operates trucks, tractors, trailers, chippers, accessories and other related park equipment and tools. Plows snow as necessary.
5. Prepares and sets up Community Center activity rooms and park grounds for recreation and senior programs, special events and classes.
6. Engages in routine parks cleaning such as emptying and cleaning all trash containers and dumpsters, and stocking and cleaning restroom facilities. Provides interior and exterior custodial maintenance of the Community Center (i.e. duties include mopping, vacuuming, arranging tables and chairs, organizing the storage facilities, and replacing light bulbs).
7. Grades, drags, rolls and lines ball diamonds, installs plates and bases. Paints soccer fields and performs other related recreation functions.
8. Assists in maintaining, cleaning and repairing all program equipment and supplies.

9. Performs minor plumbing, electrical and carpentry maintenance and repair. Reports all major repair needs to the Maintenance Supervisor.
10. Assists with water tests required by the County Health Department and the MDEQ for related parks.
11. Assists in inspecting equipment, park facilities and recreation buildings, and helps plan and perform the required corrections and upkeep.
12. Adheres to all applicable safety procedures while operating equipment and tools. Participates in safety training.
13. Responds to public inquires constructively, refers complaints or complex issues to the Maintenance Supervisor and represents the department in a positive manner.
14. Prepares written reports, forms and related paperwork.
15. May act as team leader on field projects and serves as support to the Maintenance Supervisor with respect to his/her daily field activities.
16. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or the equivalent, supplemented by vocational field training in maintenance and repair, construction, horticulture, landscaping or a related field.
- Two or more years experience as a semi-skilled laborer and/or training in facilities and grounds maintenance.
- A valid Michigan Vehicle Operator's License. If the department acquires vehicles, trailers and equipment that meet the requirement for a State of Michigan Commercial Driver's License, then the ability to obtain one will be necessary.
- Must be able to successfully complete the State of Michigan Pesticide/Herbicide Applicator's License (Core and Forestry) appropriate for department usage within six (6) months of hire.
- May be required to take continuing education in order to obtain certification from the National Playground Safety Institute Certification Program through the Michigan Recreation and Park Association.
- Working knowledge of the equipment, methods, procedures and tasks involved in grounds and facilities maintenance and repair.
- Skill in rough carpentry, minor plumbing and electrical.

- Knowledge of the practices, methods, and equipment utilized in grounds and park maintenance and development, including the planting, cultivation, pruning and care of lawns, flowers, shrubs, plants and trees.
- Skill in the use of park vehicles, light and heavy equipment, tools and related implements used in parks, grounds, buildings and facilities operations.
- Ability to supervise and evaluate the work of others.
- Ability to read and understand blueprints and technical manuals.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading and writing.
- Ability to establish effective working relationships and use good judgment and initiative when dealing with co-workers, supervisors, contractors, program participants, and the public.
- Ability to meet the scheduling requirements of the department (i.e. work some nights, weekends and/or holidays).
- Knowledge of and ability to safely operate equipment necessary to maintain parks and facilities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the essential functions of this job, the employee is required to: stand, walk, stoop and kneel. It is crucial to the outcome of job tasks that the employee is able to: talk and hear; use hands to finger, handle, or feel; and reach with hands and arms extensively. The employee is occasionally required to climb and/or balance. The employee must occasionally lift and/or move objects of moderate to heavy weight.

While performing the duties of this job, the employee frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate, but can be loud during certain assignments.