

**Title:** Maintenance Assistant  
**Status:** Flexible Part Time/Non-Exempt  
**Reports to:** Facilities Manager  
**Hours:** 20/24 hours per week  
**Compensation:** Hourly  
**Review:** Annually

**Job Summary:**

Position assists with monthly preventative maintenance of buildings, systems and equipment, maintaining interior and exterior appearance and conditions of Township facilities, systems, equipment and grounds.

**Essential Functions:**

1. Perform routine inspections, preventive maintenance and minor repairs on facilities, facility systems and equipment.
2. Assist with grounds maintenance, janitorial duties, painting and similar duties, snow and ice removal in sidewalks and parking lots.
3. Assist with set-up for events, elections, meetings, and other Township functions.
4. Conduct all duties using the appropriate Personal Protective Equipment and following applicable safety policies and procedures as required.
5. Assist the Township in a variety of other tasks and functions, as needed.
6. Assist Facility Manager with outside service contractors, computer work, records maintenance, parts ordering, etc.
7. All other duties as assigned by Facilities Manager.
8. Assists the Facilities Manager with on-call requests during non-work hours if needed.

**Job Requirements:**

1. Valid Michigan driver's license for use of Township vehicle and valid drivers license for use of personal vehicle on Township business.
2. Learn and follow safety rules and procedures.
3. Wear protective equipment when required.
4. Knowledge of and ability to use a variety of hand and power tools.

**Physical Requirements:**

1. Walking, prolonged standing, bending, stooping, stretching and climbing.
2. Manual dexterity and ability to operate and use various tools, devices, and equipment.
3. The ability to lift up to 50 pounds on a regular basis.

**Work Environment:**

The employee is required to work both indoors and outdoors during all seasons and all-weather conditions. Evening and weekend hours may be required as well as answering emergency calls. Occasional work with chemicals required.

**Knowledge, Skills, & Abilities:**

1. Ability to follow verbal and written instructions
2. Ability to work with and get along with others
3. Ability to drive a truck with plow attachment and able to plow snow
4. Be able to read, write and understand English
5. Ability to read and understand equipment manuals, drawings and blue prints
6. Knowledge of voltage meter and its proper use

**General:**

The employee in this position will follow and uphold the rules and policies of Springfield Township. This position is to maintain communication with the Township Supervisor. This position exercises independent discretion and judgment in significant matters with guidance from the Township Supervisor.

The statements contained within this job description reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of the position's responsibility. It should not be considered all-inclusive; it is not an employee contract. The Springfield Township Board reserves the right to modify the job description when it deems necessary.