



## BUILDING & GROUNDS MAINTENANCE PERSON

Position Type: Flexible Hours Part-Time

Job Classification: Non-Exempt

### DUTIES AND RESPONSIBILITIES

- Clean Township offices
- Perform grounds maintenance
- Perform building maintenance
- Perform all other general maintenance work
- Provide preventative maintenance and repairs

### REQUIREMENTS:

- Aptitude and skills in general maintenance and repairs.
- Communication skills to relate effectively with office staff and other department workers and vendors/suppliers.
- Valid driver's license and ability to operate variety of tools and equipment; also requires ability to receive/comprehend instructions and carry-out assigned tasks to achieve work schedules; requires ability to accept changes in assigned work priorities to accommodate project schedules.
- Manual labor; prolonged standing, bending stooping and stretching required; manual dexterity to operate and use various tools, devices and equipment; physical agility to walk, climb into confined spaces; may occasionally involve working with chemicals; requires working outdoors frequently during all seasons and all-weather conditions; lifting of construction materials, supplies and equipment weighing minimum 75 pounds.

Submit resume and application to the Charter Township of Alpena, ATTN: Clerk, 4385 US 23 N, Alpena, MI 49707 or [palevichm@alpenatownship.com](mailto:palevichm@alpenatownship.com). Applications and resumes will be accepted until position is filled.

*Michele Palevich, Clerk*

4385 US 23 North, Alpena, MI 49707, (989) 356-0297, Ext 6.