

CITY OF CHARLEVOIX

Title: Parks/Cemetery Maintenance Crew **FLSA:** Non-exempt
STATUS: Seasonal

Department: Street

Reports to: Street Superintendent

Date: February 9, 2011

Position Purpose and Objectives

Responsible for the overall upkeep of the downtown area of Charlevoix, as well as all city parks, streets, and cemeteries.

Essential Job Functions

- Perform spring and fall clean up of the parks, turf and ornamental beds.
- Care for ornamental plants including, but not limited to, weeding, watering, and dead heading of annuals and perennials.
- Perform general parks/yard maintenance including mowing.
- Pick up and dispose of town's garbage.
- Chipping of brush and vacuuming of leaves and grass clippings.
- Perform brick paver repair work.
- Paint handrails, light poles, etc.

Knowledge, Skills, and Abilities required

- Valid driver's license.
- 18 years old or older.
- Ability to work with little supervision.
- Ability to operate light duty equipment, i.e. mowers, blowers, weed whips, etc. safely.
- Ability to work outside in all conditions.
- Positive attitude.
- Flexibility regarding work hours.
- Able to communicate effectively with staff and general public.
- Ability to project a positive public image of the City of Charlevoix.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: March 21, 2011