

## JOB OPENING

**City of Huntington Woods**  
**Full-Time Park Maintenance Assistant**  
**Pay Range \$35,000-\$40,000 starting (based on experience)**  
**Hours: M-F, 7a-3p**

**Benefit package includes Health, Dental & Vision Insurance; 401K; Paid Time Off, etc.**

**General summary:** Under the supervision and direction of the Park Maintenance Supervisor and the Parks and Recreation Director, performs necessary work to maintain all city parks and facilities

### **Essential Job Functions**

1. Lawn and landscape maintenance including cutting and edging grass, planting, watering and care for trees, shrubs, flowers and gardens and leaf removal
2. Perform ice and snow control activities including shoveling, blowing, brushing and salting from parking lots and around city buildings
3. Operation of a variety of power tools, including mowers, blowers, chainsaws, trimmers, etc.
4. Driving a truck while pulling a trailer with lawn equipment
5. Operation of small tractors for ballfield grooming and park maintenance
6. Maintain landscape equipment
7. Maintain park equipment
8. Responsible for recycling and trash removal in city offices
9. Responsible for maintaining outdoor recreation facilities and surfaces
10. Assist with building maintenance as needed
11. Assist with special events as needed
12. Assist with program set-up as needed
13. Assist other departments as needed
14. Perform related work as required
15. Must be available to work July 4<sup>th</sup> & 5<sup>th</sup>

### **Required Knowledge, Skills, Abilities and Qualifications**

1. High school diploma and experience in building and landscape maintenance
2. First aid and CPR certification
3. Ability to lift and carry heavy loads
4. Ability to work outdoors in extreme temperatures
5. Knowledge of the safety issues and procedures related to the operation of a public facility
6. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with staff and the public
7. Ability to understand and communicate effectively and follow both written and oral instructions
8. Ability to work effectively under stress
9. Ability to work outside of normal business hours

*This job description is not intended to be all-inclusive; employee will also perform other reasonable related duties as assigned by immediate supervisor and other management staff.*

### **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 ensure individuals with disabilities may be made to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually moderate and can be loud.

**Applications available at the Gillham Recreation Center, 26325 Scotia Road, Huntington Woods, MI 48070**

*The City of Huntington Woods is an Equal Opportunity Employer*