



**CITY OF BERKLEY, MICHIGAN**  
**3338 Coolidge Hwy**  
**Berkley, MI 48072**  
**EMPLOYMENT OPPORTUNITY**

**PARKS & RECREATION DEPARTMENT**  
**MAINTENANCE LEADER**

Application Deadline: December 8, 2017

The City of Berkley is accepting applications for a full-time Parks & Recreation Maintenance Leader. Under the general supervision of the Director of Parks & Recreation, performs a variety of routine and semi-skilled maintenance and custodial tasks pertaining to City parks and recreation facilities.

Successful candidates will meet the following requirements:

- High school diploma or equivalent, supplemented by vocational instruction in the building or construction trades.
- Two or more years of experience as a general maintenance worker.
- State of Michigan Vehicle Operator's License. A Chauffeur's License is preferred.
- Hands on experience in turf maintenance, Must know with how to properly use maintenance materials, and equipment used for lawn maintenance in a recreational park environment
- Skill to perform routine and preventive building maintenance and repair. Working knowledge of the equipment, methods and procedures required for same. Working knowledge of safety issues involved in maintaining public facilities.

The complete job description is available online at [www.berkleymich.org](http://www.berkleymich.org). To be considered for this opportunity, qualified applicants are encouraged to submit a completed employment application and resume to:

Theresa McArleton, Parks & Recreation Director  
2400 Robina Berkley MI 48072  
[tmcArleton@berkleymich.net](mailto:tmcArleton@berkleymich.net)

The City of Berkley is an Equal Opportunity Employer



## CITY OF BERKLEY JOB DESCRIPTION MAINTENANCE LEADER

**Department:** Parks & Recreation  
**Supervised by:** Parks and Recreation Director  
**Supervises:** Seasonal employees as needed

### **Position Summary:**

Under the supervision of the Parks and Recreation Director, performs a full range of maintenance and custodial tasks at and around city owned and leased parkland and Community Center facilities. Performs a range of tasks including turf and field maintenance, landscaping, trash pick-up, snow removal, facilities and equipment repairs and other unskilled and semi-skilled maintenance tasks as assigned. Oversees seasonal workers as assigned.

### **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. Serve as the senior crewmember, performing a wide range of labor-intensive maintenance tasks to support of parks and Community Center operations. Landscape, trim trees, path development remove snow and address other repair and maintenance needs at city owned parks, playgrounds, ball fields, pavilions, public restrooms, public buildings and other facilities as assigned
2. Perform minor equipment maintenance, including preventive maintenance and repairs as assigned. May assist in coordinating with the Public Works Department for more complex repairs of large equipment and vehicles and equipment rental.
3. Ensure department facilities and grounds are esthetically pleasing and properly maintained; empty and clean trash receptacles and dumpsters, clean and stock restroom facilities, mop, vacuum, arrange tables and chairs, and organize storage facilities. Other duties include painting, carpentry, plumbing and minor electric repair.
4. Prepare Community Center activity rooms or park grounds for recreation programs and events; perform related custodial and maintenance work.
5. Organize and replenish maintenance supplies and materials.
6. Stay abreast of new developments in the field, new methods and techniques and current issues through continued education and professional growth.
7. Responds to facility emergencies, as required, on a 24-hour basis.

8. 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:

- High school diploma or equivalent, supplemented by vocational instruction in the building or construction trades.
- Two or more years experience as a general maintenance worker.
- State of Michigan Vehicle Operator's License. A Chauffeur's License is preferred.
- Strong working knowledge of the equipment, supplies, methods and procedures involved in turf maintenance, lawn maintenance and building maintenance and repair.
- Knowledge of the safety concerns associated with maintaining public facilities. Working knowledge of the supplies and requirements to maintain equipment used in recreation and sports programs.
- Able to safely operate all equipment necessary to maintain parks and Community Center facilities.
- Able to effectively communicate verbally and in writing.
- Able to establish and maintain effective working relationships; using good judgment, initiative and resourcefulness when dealing with city employees, professional contacts, and the public.
- Able to understand and follow verbal and written instructions, problem-solve, work effectively under pressure; make appropriate adjustments to meet deadlines and changes in work priorities.

**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.

While performing the duties of this job, the employee is regularly required to stand, walk, stoop, kneel and communicate with others in person and on the radio. It is crucial to the outcome of job tasks that the employee is able to: talk and hear; use hands and fingers to handle and feel and reach with hands and arms. The employee is occasionally required to view written and electronic documents. The employee must regularly lift and/or move items of moderate to heavy weight and

is occasionally required to climb and/or balance. The employee is frequently required to travel to other locations within the City.

While performing the duties of this job, the employee frequently works near moving mechanical parts and/or heavy equipment and regularly works outdoors. The employee is regularly required to utilize a variety of hand and power tools and operate vehicles on public roads and during severe weather. The employee is frequently exposed to adverse weather conditions and occasionally exposed to moving mechanical parts, high precarious places, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate, and can be very loud.