

**CITY OF TECUMSEH
JOB DESCRIPTION**

Seasonal Maintenance

Supervised by: Parks and Recreation Director
Supervises: N/A
Type: Nonexempt
Updated: March 2025
Pay: starting \$14.00 per hour

Position Summary:

Perform general maintenance, upkeep and appearance throughout the park system including trails, grounds, and infrastructure. Not to exceed 40 hours per week or 12 non-consecutive weeks per year. To provide highly responsible assistance to the Parks and Recreation Director; perform related work as assigned.

Essential Duties and 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. Work under the general supervision of the Parks and Recreation Director.
2. Operate and manipulate hand tools safely.
3. Ability to safely operate power tools, i.e. weed whip, push lawn mower, drill, etc.
4. Ability to safely start gas-powered equipment
5. Work independently, safely, and efficiently.
6. Maintain equipment for safe operation and cleanliness.
7. Ability to drive a vehicle and have a valid Michigan driver's license.
8. Analytical ability, conceptual ability, logic and intuitive judgment must be applied on a daily basis.
9. Represent the City of Tecumseh and the Parks and Recreation Department while in the field with a high level of integrity and professionalism.
10. Performs related work as required.

Required Knowledge, Skills, Physical Demands, 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:

- Understanding and identification of basic hand tools and gardening equipment
- Ability to lift and carry items up to 40lbs in weight
- Endurance to stand for long periods of time and maneuver/traverse on uneven ground
- Ability to get down and up from a crouched position or on hands and knees position because of weeding garden beds
- Understanding of how to safely operate a vehicle & how to engage vehicle safety lights
- Ability to work safely in all weather conditions
- Ability to effectively communicate ideas and concepts orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, professional contacts, and the public.
- Ability to understand and follow oral and written instructions, problem-solve and work effectively under stress, within 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 communicate with others in person. The employee is frequently required to access various locations throughout the park system and city which also includes unpaved, uneven ground. The employee is required to get in and out of a vehicle repeatedly during their scheduled shift. This job requires the employee to work outside, in a wide variety of weather and requires long periods of time standing, walking, bending, and/or crouching. Lifting and moving items – sometimes heavy items – are also required.