

Byron Township Maintenance Position

Overview - A Maintenance position at the Byron Township Community Center will be responsible for performing the day-to-day operations involving general housekeeping, janitorial work and repair. This will include set up and tear down of meetings, banquets and classes. The position will also include general reporting and record keeping.

Starting Pay: \$8.00

Open Shifts:

20 hours a week

Monday-Friday 7:00am-10:00pm

Saturday 8:00am-5:00pm

(Must be willing to work days or nights or weekends)

Responsibilities:

1. Performs minor repairs and maintenance functions which may include carpentry, electrical and plumbing, repair and replace windows, redecorate rooms.
2. Assists in procuring all necessary facility maintenance supplies such as, but not limited to, light bulbs, paper supplies, filters, tools, and fitness equipment.
3. Assists in keeping records of building/equipment maintenance schedules, expenditures, supply requisitions, work request orders, and services performed on any equipment.
4. Responds to the needs of Township staff which may include, but not limited to, installing shelves, assisting with the rearrangement of office furniture, other custodian and janitorial duties, recommending equipment purchases, and ensuring fitness center is in good working and clean condition.
5. Performs miscellaneous tasks to maintain the proper appearance and safety of Township buildings, grounds and equipment.
6. Performs other duties as assigned.

Qualifications:

1. Must be at least 18 years old.
2. Good computer skills necessary.
3. Mechanical aptitude.
4. Must possess good verbal and written communication skills.
5. Must be able to perform manual labor for extended periods at a time.
6. Must have a background and knowledge of hand and power tools.

Please send resume and cover letter to:

Carrie Klingelsmith, Recreation Director
8085 Byron Center Avenue
Byron Center, MI 49315
or by email to carrie@byrontownship.org

Application Deadline: September 26, 2008