



## **CITY OF WILLIAMSTON**

**Position Title:** Parks Maintenance Aide

**Department:** Public Works

**Supervised by:** Department of Public Works Supervisor

**Supervises:** No supervisory responsibilities.

**Position Type:** Seasonal, Part-Time, Non-Union, FLSA Non-Exempt

**Compensation:** \$18.00 per hour

**Schedule:** 24 hours / week, Monday – Friday. Can accommodate some flexibility of days – i.e., 6 hours/day for 4 days, 8 hours/day for 3 days.

**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. Assists with landscaping, maintenance, grounds-keeping, and repair activities in parks, playgrounds, pavilions, ball fields, tennis courts, nature trails, public restrooms and around public buildings and public lands.
2. Operates trucks, utility vehicles, tractors, mowers, and other park equipment and tools. Hauls Township trailers to desired locations.
3. Collects trash, separates, and properly disposes of garbage and recyclable materials, picks up and properly disposes of litter.
4. Weeds and waters planting/floral beds and assists with maintenance of park trails.
5. Performs related work as required. Duties and responsibilities may be added, omitted, or modified at any time.

**Required Minimum Qualifications:**

- High school diploma or equivalent is preferred; or any combination of experience and training which will provide the minimum qualifications.
- Ability to understand and follow oral and written instructions.
- Must be available to work weekdays and weekends if needed.
- Building maintenance, park maintenance.
- Must possess a current, valid Michigan driver's license with a clean driving record.
- Ability to critically assess situations, solve problems, and work independently with minimal supervision.
- Must pass a background check, pre-employment physical, & drug screening.

**To Apply:**

Submit resumes to: City of Williamston  
ATTN: Deputy Clerk  
161 E. Grand River Ave.  
Williamston, MI 48895  
[barb.burke@williamston-mi.us](mailto:barb.burke@williamston-mi.us)