

Marquette Downtown Development Authority
Position Description

Position: Maintenance Worker

Job Summary:

The maintenance worker is a part-time position that carries out general maintenance duties of property and facilities managed by the Downtown Development Authority (DDA)

Supervision:

Primary direction and supervision is received from the Maintenance Coordinator

Employee may be called upon to do any or all of the following:

- Maintains and cleans towers, Marquette Commons, parking lots, walkways, and sidewalks within Downtown District by sweeping, mopping, vacuuming, and trash removal.
- Consults with and keeps supervisor informed of activities, needs, and problems related with ground and facility maintenance
- Cleans walks and green spaces using rakes, brooms, hoses, shovels
- Performs snow removal of sidewalks, walkways, stairways, and public areas within Downtown District
- Mows and trims green spaces, repairs and plants new landscaping as instructed
- Applies fertilizers and cultivates grass and landscaping
- Performs daily watering of flower baskets
- Removes snow from doorways, stairways, walkways. Spreads salt and sand to prevent slipping.
- Performs painting as needed
- Prepares Commons Ice surface and maintains ice surface
- Set-up and tear down of Marquette Commons for events as requested
- Provides necessary set-up and tasks for DDA functions
- Delivers and picks-up items for DDA as requested
- May be requested to operate holder tractor with attachments to clean and sweep sidewalks and parking lots and remove snow
- Performs other duties and tasks as requested

Material and Equipment Used:

Handtools, snowblowers, power tools, mowers, saws, propane and cutting torches, pressure washers, paint sprayers and other tools as necessary
Pick-up truck, Kubota tractor, Utility vehicles, may be called upon to operate Holder Tractor.
Maps, copiers, cell phone, fax machine
Lubricants, fluids, solvents, adhesives, compressed gases, paints, aggregates, fertilizers, and other hazardous materials.

Minimum Qualifications:

High School Education or equivalent
Ability to use independent judgment in carrying out tasks
Ability to maintain effective working relationship with supervisor, co-workers, and general public

Ability to read and understand instructions, construction plans, maps, etc.
Knowledge of basic equipment operating
Valid Driver's License
Ability to distinguish people or objects under a variety of light conditions
Must be able to work early morning and flexible shifts
Must be able to work weekends

Physical Demands:

Lifting 100 pounds with frequent lifting and/or carrying objects weighting up to 50 pounds
Frequent standing, walking, sitting, and driving
Must be capable of using hands/feet for repetitive single grasping, fine manipulation, pushing, pulling, and operating controls.
Frequently reaching and climbing with bending, twisting, squatting, or grappling.
Physical strength and dexterity to climb ladders, steps, etc.