Belvidere Township

Job Title:	MAINTENANCE	Reports To:	Supervisor
Department/Group:		Job Code/ Req#:	
Location:	Six Lakes, MI	Travel Required:	Travel Required
Level/Salary Range:	$15 per hour	Position Type:	Part-time, as needed
HR Contact:		Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:			
Internal Posting URL:			

Applications Accepted By:	
FAX OR EMAIL: Fax number or Email Subject Line:	**MAIL:** BELVIDERE TOWNSHIP P O BOX 144 107 VSTA STREET SIX LAKES, MI 48886

Job Description

ROLE AND RESPONSIBILITIES

We are looking for re reliable Maintenance Person to oversee all install, repair and upkeep operations of the Township" facilities. You will be the one to ensure that your colleagues have the best physical resources avail to complete their duties according to budget. A great maintenance person will have a solid understanding of plumbing and electrical system as well as carpentry and other crafts. They will be well-versed in all maintenance process and health and safety regulations. The ideal candidate will also aptitude in undertaking administrative tasks such as reporting, budgeting, etc. The goal is to ensure the company facilities are well-cared for and adequate to support the Township operations.

1. Fix Problems
2. Basic Repairs
3. Landscaping
4. Form and Pour Concrete Slabs
5. Park in Summer time – Manit trash barrels.
6. Monitor temps in outdoor water tunnel GCOM
7. Change 6 Furnaces Filters – Have schedule for maintenance duties (i.e., Lifts, etc.)
8. Prep hot water to kitchen when required
9. Manage relationships with contractors and service providers

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school degree - Recommended

BENEFICIAL SKILLS

Familiar with plumbing, with electrical and able to lift 50 pounds

ADDITIONAL NOTES

1. Operate and maintain Kubota (Loader/Backhoe)
2. Self-Supervised

3. Attend Monthly Meetings			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time