



Flint Downtown Development Authority

Position: Maintenance Worker/Laborer

Hourly Rate: \$15.00/hr.

JOB SUMMARY:

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

SUPERVISION RECEIVED:

Primary direction and supervision is received from the Maintenance Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains and cleans towers, parking lots, walkways, and sidewalks within the Downtown District by sweeping, mopping, vacuuming, and trash removal.
2. Consults with and keeps supervisor informed of activities, needs, and problems related with ground and facility maintenance
3. Cleans walks and green spaces using rakes, brooms, hoses, shovels
4. Performs snow removal of sidewalks, walkways, stairways, and public areas within
Downtown
District
5. Mows and trims green spaces, repairs and plants new landscaping as instructed
6. Applies fertilizers and cultivates grass and landscaping
7. Performs daily watering of flower baskets
8. Performs painting as needed
9. Set-up and tear down for events as requested
10. Provides necessary set-up and tasks for DDA functions
11. Delivers and picks-up items for DDA as requested
12. May be requested to operate holder tractor with attachments to clean and sweep sidewalks
and
parking lots and remove snow
13. Performs other duties and tasks as requested
14. Using a bucket truck to hang banners, lightbulbs, flags, décor, ect.



Material and Equipment Used:

Hand tools, snow blowers, power tools, mowers, saws, pressure washers, paint sprayers and other tools as necessary

Pick-up truck, Bobcat tractor, Utility vehicles.

Maps, copiers, cell phone, desk top computer

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
- 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

NECESSARY SPECIAL REQUIREMENT:

- Must possess a valid State of Michigan motor vehicle operator's license.
- Possession of a Commercial Driver's License "B" or higher.
- Must meet the physical standards prescribed by Michigan Department of Transportation (MDOT) and must possess and carry a valid current Medical Examiner's Certificate certifying physical fitness for driving in accordance with the State of Michigan Motor Carrier Safety Act.

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.