

# Maintenance Job

## Osceola Township

### Responsibilities:

#### **MAINTENANCE PERSON MUST HAVE A VALID DRIVER'S LICENSE!**

Osceola Township is responsible for the safety and upkeep of its parks, property, and buildings including the apartments. Safety checks should be done on each park and all buildings several times per year. Broken glass or trash should be picked up to prevent injuries. Garbage is hauled to the Transfer Station weekly or as needed during the summer. Maintenance person is available 24/7 for emergency repairs or help in the Township.

#### **Spring –**

1. Power-broom the main street sidewalks in Dollar Bay and Hellman Avenue from Main St to 2<sup>nd</sup> Street, as well as the main street sidewalks in Tamarack City. Pick up branches and rake where needed.
2. Put garbage cans out in the parks, Main Street, and ballfield. Also open the ballfield gate and put out the garden hose.
3. Take down ice rink boards, put in a pile, and cover them.
4. Wash the outside of the office windows.
5. Put out the office hose.
6. Drive around township for inspection with the Supervisor.

#### **Summer –**

1. Cut grass at: Sandy Bottom, Tennis Court, Pioneer Park, Veterans' Park, Ballfield, and Tamarack City Park. Pick up branches and ground garbage at parks, empty trash barrels (at least twice a week), and make any repairs to picnic tables, benches, etc. as needed.
2. Keep buildings and fixtures painted and neat.

#### **Fall –**

1. Prepare Ice Rink for winter use and put up the rink boards.
2. Clear ditches of weeds, branches, and other debris for spring run-off. A contractor is used for lowering the ditches.
3. Wash the outside of the office windows.

#### **Winter –**

1. Shovel out the Township office doors and balcony/steps by 8:30 a.m. anytime it snows. Also keep the garbage cans and basement doors behind the office as well as the gas vents on the north side of the building free of snow.
2. Work with the Ice Rink Manager on keeping the rink working for the skating/hockey season.
3. Shovel snow off the roof of the ice rink building and keep the doors snow free.
4. Shovel snow off the roof over the conference room anytime when it is at least 2 feet deep.

#### **Miscellaneous –**

1. If you need to dig a hole, call Miss Dig @ 811 three days before starting the project.
2. Work with the Supervisor to prepare a Maintenance Budget.
3. Change smoke alarm batteries in the apartments, yearly.
4. There is a workbench with tools in the basement of the Township office as well as at the Ice Rink. A Tool Inventory sheet will be given to you.
5. Replace missing street signs.
6. Anything that can freeze is stored in the basement of the Township office. Larger tools are stored at the Ice Rink.
7. A Township pickup is available for maintenance projects.