

## JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN

**DRAFT**

**Title:** Facilities Maintenance Assistant **Status:** Seasonal Summer  
**Department:** Public Works  
**Reports To:** Harbormaster  
**Date:** April 2020

### Position Purpose and Objectives

Assisting the Harbormaster in the day-to-day operation of the Municipal Dock by performing routine building and facility duties. Self-motivated and task-oriented individual with mechanical skills to perform troubleshooting, installation, equipment repair and maintenance. Must be a team player, pro-active individual, work well with the team and willing to go above and beyond when needed. Compensation is paid at a rate set by the St James Township Board.

### Scope and Environment

Work performed at the Beaver Island Municipal Dock. The Facilities Maintenance assistant will work approximately 40 hours before and after the season and approximately 12 hours per week during boating season.

### Essential Job Functions

- Assist Harbormaster in managing all operations of the Municipal Dock.
- Perform routine dock and building maintenance duties, including painting, minor electrical repairs, plumbing, carpentry, and heating and ventilation systems maintenance
- Complete administrative duties, such as filling out forms and reporting maintenance statuses to supervisor
- Comply with all safety and health regulations
- Keep inventory of maintenance and cleaning supplies and equipment, and report needs to supervisor
- Respond to emergency calls for maintenance and repairs
- Diagnose and troubleshoot issues
- Work with and maintain relationships with contracted vendors

### Knowledge, Skills and Abilities Required

- Knowledge of HVAC, plumbing, electrical, carpentry, and mechanical systems (including relevant equipment and tools) is a plus
- Ability to stand or walk for extended periods of time; ability to bend, kneel, stoop, and lift or move heavy equipment
- Ability to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents
- Ability to work in a team and follow instructions from supervisors
- May be required to work outside of normal work hours
- Willingness to perform assigned tasks.
- Interpersonal skills and able to interact with people of all ages.
- Positive attitude.
- Ability to project a courteous and positive public image of Beaver Island and St. James Township.

### Minimum Qualifications

- High school graduate or equivalent.
- At least two (2) years of work experience.