



**GRAND HAVEN CHARTER TOWNSHIP**  
**Job Description**

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Position: **SUMMER LABORER**  
Department: Public Services Department  
Reports To: Public Services Laborer - Parks  
Status: Seasonal, Part-Time, Non-Exempt  
Pay Grade: Summer Help  
Revision: 2/2020  
Reviewed: 2/2020

**SUMMARY:**

Under general supervision, performs work of moderate difficulty in the operations and maintenance of the Township Public Services Department, which includes the township's parks and recreational facilities, the bicycle path, cemetery, and municipal grounds and any other duties assigned by the public services staff. Performs related work as required.

**ESSENTIAL FUNCTIONS:**

- Performs daily operational activities, inspections, maintenance, servicing, and repair of the buildings and grounds, parks and facilities, cemeteries, non-motorized pathways and other facilities including painting, mowing, leaf pickup and cleaning.
- Ensures that safety practices are followed by self and others in various work operations.
- Operates a variety of field equipment and tools.
- Other duties as assigned.

**SUGGESTED EDUCATION, EXPERIENCE AND TRAINING:**

- High school diploma.
- Some experience with operation of basic lawn tools.
- Possess a valid drivers license.
- All appropriate licenses as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to comprehend and complete tasks based on verbal and written directives.
- Communicate effectively verbally, via radio, and in writing with supervisors, and co-workers, as well as customers and contractors.
- Ability to work efficiently with minimum supervision.

- Good knowledge of equipment, tools, material, and techniques used in maintenance and repair.
- Considerable knowledge of lawn maintenance, including the cultivating, pruning, and care of lawns flowers, shrubs, and trees.
- Working skill in following schedules and procedures and in initiating changes in processes as may be required in emergencies or other situations.
- Good working knowledge and ability to operate basic lawn tools and equipment including lawn mowers, leaf blowers, line trimmers, and various hand tools.

**PHYSICAL AND MENTAL DEMANDS:**

- Ability to comprehend and complete tasks based on verbal and written directives.
- Reading, writing, communication.
- Recording data.
- Climbing over obstacles, climb through openings, use ladders to gain access or egress from elevated or lowered surfaces, and crawl in confined spaces.
- Gaining access to sites with steep terrain, such as dunes and eroding bluffs.
- Hearing, seeing, speaking, walking, bending and articulate use of the hands.
- Performing routine and emergency tasks inside and outside which include being exposed to cold, heat, dampness, and noise and mechanical hazards.
- Performing tasks which require lifting heavy objects or equipment either alone or with assistance.
- Responding to concerns and complaints from sometimes irate citizens pertaining to the department.

Acknowledgement:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description and have read and understand the contents.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature