

TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY
Job Description

MAINTENANCE AMBASSADOR

Supervised By: Facilities Supervisor
Supervises: N/A
Job Type: Seasonal Full-time Hourly

General Summary

This position will assist with tasks related to the maintenance and upkeep of downtown. Under the direct supervision of the Facilities Supervisor, performs routine tasks to maintain, repair, and install equipment under the control of the Downtown Development Authority.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs general repairs and maintenance; such as, painting, landscaping, snow removal, and may include custodial work; such as, cleaning, mopping, sweeping, and refuse.
2. Completes other special event tasks (barricades, signage, and directing traffic) as assigned.
3. Tracks log records of maintenance activities.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. High School diploma or GED.
2. Must possess a valid motor vehicle operator license.
3. Training beyond high school level in general maintenance and repair, or closely related area is preferred.
4. Ability to use common hand and machine tools.
5. Ability to understand and follow oral and written instructions, and carry them out independently.
6. Ability to critically assess situations, solve problems, work within deadlines, and manage changes in work priorities.
7. Able to lift up to 50 pounds and to walk distances of up to 25 yards with that weight frequently and regularly.
8. Able to stand and work from standing, bending and twisting position for durations of up to 8 hours.
9. Must be able to sit and operate vehicles and equipment from seated position for a duration of up to 8 hours.

10. Able to climb a ladder and comfortable with heights.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee often works out-of-doors in adverse elements.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to use hands to handle and reach with arms.
- The employee must frequently lift and/or move medium weight items.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Tools and Technology

Will be expected to be familiar with the DDA Districts. Must be able and licensed to operate riding equipment such as a Kubota tractor, Proterra Sweeper, and full-size pick-up truck with sander and plow.

Please find application at www.downtowntc.com

Application must be completed and submitted to be considered. Resume and cover letter optional. Send to jobs@downtowntc.com or DDA Offices at 303 E State Street, Traverse City, Michigan 49684

Deadline: Open until position is filled