



OSHTEMO TOWNSHIP IS HIRING!

Here's why you should apply:

#1 We are the third-largest municipality in Kalamazoo County – **and growing**. Oshtemo is home to more than 24,000 residents and businesses, and offers a diverse array of housing, dining, and shopping options. We strive to balance our steady growth with careful planning, prioritizing safety and security, the preservation of our natural areas, and fostering recreational opportunities.

#2 We offer a competitive benefits package. As a full-time employee, you'll have access to benefits focused on supporting your physical, financial, and emotional well-being. Here's a snapshot of our benefits:

- Family medical, dental, and vision insurance (80% of premiums **employer paid**).
- Optional flexible spending accounts (dependent care and/or medical).
- HSA or healthcare reimbursement account with **employer funding**.
- **Employer paid** supplemental insurance for emergency services personnel.
- **Employer paid** life insurance (with a buy-up option).
- **Employer paid** accidental death and dismemberment insurance (with a buy-up option).
- 401(a)/457(b) retirement saving account with **employer contribution**.
- Retiree healthcare savings plan with **employer contribution**.
- **Employer sponsored** long term care coverage (with a buy-up option).
- Optional supplemental insurance through AFLAC.
- Generous paid time off accrual based on FTE status and years of service, and 13 paid holidays.
- Educational and professional development opportunities.
- Voluntary employee assistance program, offering free & confidential help with personal or work-related problems.

#3 When you join our team, you'll embark upon a **career** journey that blends tradition with innovation. We offer a dynamic environment where your skills and **passion** can thrive amidst a close-knit, growing community. With a focus on sustainability, inclusivity, and professional integrity, we provide the perfect platform for you to make a significant **impact**. Join us and be part of a team committed to shaping the future, fostering growth, and creating a vibrant community together.

POSITION DESCRIPTION:

General Maintenance

General Summary:

Under the direction of the Maintenance Director, this person is responsible for performing maintenance repairs and maintaining all Township property & equipment through scheduled, non-scheduled, & emergency maintenance procedures.

Typical Responsibilities:

- Perform repairs & preventive maintenance of all Township property & equipment.
- Respond to calls of malfunctions. Locate and eliminate malfunctions in non-routine & emergency situations.
- Availability to work occasional overtime on weekends, evenings, or holidays to complete time sensitive projects.
- Perform general maintenance, custodial, and trash removal.
- Operate a wide range of equipment (tractors, snowplows, mowers, chainsaws, etc.)

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

Physical Requirements:

The physical demands described hereafter are representative of those that must be met by an employee to successfully perform the essential functions of this general maintenance position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb and hear; use hands to finger, handle and operate tools, objects, or controls. The employee is required to climb stairs, stoop, kneel and crouch. The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. The employee must have the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sizes, and sounds associated with the job.

Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, noise, machinery, electrical current, wetness, dirt and dust may cause discomfort.

Employment Qualifications:

DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement).

EDUCATION: High school graduate or equivalent.

EXPERIENCE: Desire (2) Years Maintenance experience. Must have good general mechanical ability and knowledge. This includes the following skills:

- Practical knowledge of the following:
 - Grounds keeping & snow removal
 - Servicing of facilities, systems, and equipment
 - The following skills are desired but not required:
 - HVAC systems
 - Electrical repairs
 - Plumbing repairs
 - Have excellent organization and communication skills
 - Basic computer skills (Microsoft Office Suite)
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COMPENSATION & APPLICATION INFORMATION:

General Maintenance

Compensation Information:

This position is hourly at 40 hours per week with a starting hourly rate range of \$17.85-\$26.25 commensurate with qualifications & experience.

How to Apply:

E-mail your resume to sfeister@oshtemo.org and [CLICK HERE](#) to complete the Application for Employment.