



Seasonal Building Maintenance Worker (Garage/Facilities)

POSITION SUMMARY

Under the daily supervision of the Garage Supervisor, and assisting the Facilities Manager with related tasks as needed, this seasonal employee will perform a variety of intermediate level building maintenance and repair projects.

RELEVANT DETAILS

Temporary/Seasonal, Typically Monday – Friday (7:00 AM – 3:00 PM). \$19-\$24 per hour based on qualifications.

APPLICATION PROCESS

Please Submit a completed application to the City of Traverse City Human Resource Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traversacitymi.gov Position will remain open until filled. Application link: [Application](#)
Application QR code:



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. **Exterior Carpentry:** Perform fascia repairs, soffit repairs, and cedar shake repairs.
2. **Roofing Maintenance & Prevention:** Clean out blocked roof drains; perform basic roof flashing repairs and membrane patching.
3. **Interior Facility Improvements:** Improvement projects, including: Office painting, door removal, wall construction/modification, ceiling tile installation, & acoustical panel installation.
4. **Equipment & Tool Safety:** Safely operate a variety of power tools, hand tools, and maintenance equipment required for carpentry, roofing, and painting work.
5. Perform other facilities and garage maintenance duties as assigned by the Garage Supervisor or Facilities Manager.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age.
2. Possess & maintain a valid driver's license.
3. Experience in building maintenance, general carpentry, roofing repair, or remodeling is highly preferred.
4. Skilled in the safe operation of a variety of construction, carpentry, and hand tools.
5. Present a professional appearance and attitude at all times. Interact with coworkers, management, and the public in a courteous and professional manner.