



Marquette Downtown Development Authority Job Description

Position: Maintenance Coordinator

Job Summary: The Maintenance Coordinator is a full-time position that establishes, coordinates, and supervises general maintenance and repair of sidewalks, parking lots, walkways, greenspaces, and facilities managed by the Downtown Development Authority.

Supervision:

Primary direction and supervision is received from the DDA Executive Director. Position supervises maintenance staff.

Duties and Responsibilities:

- Develops general work priorities and schedules for maintenance staff
- Participates in weekly meetings with Executive Director
- Exercises direct supervisory responsibility of crew working on maintenance and snow removal of sidewalks, properties, facilities, walkways and parking lots
- Identifies, records, prioritizes, and delegates maintenance and work needs for downtown
- Manages equipment, tools, and supply inventory and oversees purchasing of tools and supplies
- Maintains parking lot surfaces through such activities as sweeping, plowing, snow removal, ice control, crack filling, and patching
- Maintains sidewalk and walkway surfaces through such activities as sweeping, cleaning, plowing, shoveling, snow removal and ice control
- Maintains DDA managed greenspace through such activities as mowing, top soiling, seeding, aerating, trimming, raking, watering, planting, and landscaping
- Oversees and coordinates maintenance of the Marquette Commons facility including preparation and maintenance of winter ice
- Coordinates with Farmers Market Manager to oversee set-up and tear-down of Farmers Market
- Works with DDA staff to oversee necessary set-up and clean-up of Marquette Commons facility rentals when requested
- Oversees set-up and tear-down for annual Blueberry Festival and other festival/events sponsored by the DDA
- Performs various ground maintenance duties within the district such as, but not limited to trash collection, sidewalk sweeping, sign maintenance, tree grate cleaning, painting, or other duties as needed
- Coordinates placement, removal, and storage of benches and trash cans
- Maintains flags, flag poles, and brackets. Coordinates the placement and removal of flags
- Coordinates placement and removal of holiday and other decorations
- Oversees planting, placement, and maintenance of flower baskets
- Exercises proper safety precautions in the performance of work, including use of

appropriate personal protective equipment, machine guards, work area warning materials, and safe work procedures

- Cleans, inspects, and maintains equipment and monitors its effectiveness and performance. Advises the Executive Director of possible malfunctions and necessary replacements
- Tracks and ensures compliance with annual inspections and equipment certifications
- Confers with Executive Director with relation to methods to be used and unusual conditions for jobs to be completed
- Records and reports to Executive Director maintenance needs of the downtown district as noted during the course of assigned work
- Completes such work reports as necessary to document the work accomplished and resources and methods used
- Coordinates work with City employees and other agencies, utilities, contractors, and other organizations
- Obtains required permits and clearances for scheduled work
- Inspects the work of contractors used to supplement the resources of the Downtown Development Authority
- Prepares reports on work needed, including estimates of labor, equipment, and materials
- Arranges for delivery of materials and supplies as needed

Qualifications and Personal Competencies:

- High School Education or equivalent
- Must be able to work early mornings and flexible shifts
- Some weekend work may be required
- Valid driver's license
- Action oriented and produces results within required timeframes
- Effective leadership – accepts responsibility and accountability
- Demonstrates integrity and trustworthiness
- Exercises sound independent judgement and decision-making ability
- Communicates clearly, concisely, and objectively
- Utilizes resources effectively and demonstrates ingenuity
- Work tasks are planned properly, delegated effectively, and accomplished efficiently
- Output meets/exceeds standards and is accurate and complete
- Works collaboratively, focusing on team needs, provides recognition, and is open and supportive
- Ability to maintain effective working relationship with supervisor, subordinates, co-workers, and general public
- Adaptability – accepts change and is supportive of innovative ideas and improved methods
- Knowledge of operating equipment, maintenance and repair techniques, and safe workplace practices.
- Ability to read and understand applicable directions, construction plans, etc.

Materials and Equipment Used:

- Hand tools, snow blowers, power tools, mowers, saws, propane and cutting torches, pressure washers, paint sprayers, and other tools as necessary
- Holder tractor, pick-up truck, Kubota tractor, utility vehicle
- Maps, copiers, computer, cell phone, fax machine

- Lubricants, fluids, solvents, adhesives, compressed gases, paints, aggregates, fertilizers, and other hazardous materials

Physical Demands:

- While performing the duties of this job, the employee may work in outside weather conditions. The employee may be exposed to cold, wet and/or humid conditions, or airborne particles
- Lifting 100 pounds with frequent lifting and/or carrying objects weighting up to 50 pounds
- Frequent standing, walking, sitting, and driving
- Must be capable of using hands/feet for repetitive single grasping, fine manipulation, pushing, pulling, and operating controls
- Frequently reaching and climbing with bending, twisting, squatting, or grappling
- Physical strength and dexterity to climb ladders, steps, etc.
- Ability to distinguish sounds at various frequencies and volumes
- Ability to distinguish people or objects at varied distances under a variety of light conditions
- Ability to withstand noise changes in the work environment

Compensation:

Salary range is commensurate with experience. Healthcare and retirement package provided.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description. The Marquette Downtown Development Authority is an equal opportunity employer.