Mission Township Maintenance Position Outline

Created 3-9-2023

Department	Task	Current or New Task	Estimated Hours	Per W/M/S	Seasonal Task?	Notes
Roads	Winter plowing	Current	7	W	Yes	
Roads	Clean plow truck	New	2	W	Yes	
Roads	Maintain TSB	New	4	M	No	Power wash floor in season, clean floor grate, monitor holding tank and schedule pumping, seal floor,
Roads	Summer pot hole filling	New	4	M	Yes	
Roads	Plow truck maintenance	Current	4	S	Yes	DOT inspection, coordinating needed repairs
Town Hall	Winter snow plowing	Current			Yes	
Town Hall	Clearing snow from walkways	Current			Yes	
Town Hall	Cleaning restrooms in Hall & Fire	Current			No	
Town Hall	Cleaning Hall	Current			No	
Town Hall	Summer mowing & cleanup	Current			Yes	
Town Hall	General maintenance	Current			No	
Cemetary	Burials	Current			No	
Cemetary	Mowing	Current			Yes	
Cemetary	Winter plowing	Current			Yes	
Cemetary	General maintenance of grounds	Current			Yes	
Transfer Station	General maintenance of grounds	New			Yes	
Transfer Station	Process scrap metal for recycling	Current			Yes	
Transfer Station	Attendant for Saturdays	Current	6	W	Yes	