

## MAINTENANCE EMPLOYEE JOB DESCRIPTION

ASSIST IN DUTIES BELOW:

### **Cemetery Duties:**

**Two cemeteries: Trout Lake Cemetery  
Trout Lake Community Cemetery**

1. Show people lots available
2. Have clerk make out deed if sold in advance
3. Keep a record of lots sold or burials.
4. Burial, have grave opening ready for the mortuary. Be at the cemetery to receive the body the day of funeral for closing.
5. Mark grave for stone markers when they call.
6. Spring clean up of the cemetery.
7. Keep grass cut and weed whipped around grave markers as needed during the summer.
8. Put up and take down flag at both cemeteries on Memorial Day.

### **Community Center Duties:**

1. Clean and mop the whole building weekly or more if needed according to use.
2. Remove wax and re-wax once a year.
3. Scrub and sanitize bathrooms weekly.
4. Take out garbage from township events.
5. Put water in floor drains in bathrooms and kitchen periodically.
6. Clean out ceiling lights.
7. Summer: mow lawn and weed whip.
8. Winter: clean off sidewalks and canopy area. Put de-ice down as needed.
9. Do any minor repairs.
10. Change water filters monthly.

### **Road Overseer Duties:**

1. Inspect roads during the course of the summer for damages or repair, including cross culverts and driveway culverts.
2. Thaw our culverts on township roads as needed in the spring.
3. Remove fallen trees in the ditches or roadway.
4. Monitor roads during spring break-up.
5. Deliver culverts for people putting in new driveways. Township practice is one culvert per lot furnished by township. Second culvert paid for by applicant.
6. Order new culverts as approved by Town Board.
7. Oversee any work approved by Town Board on township roads.
8. Place signs as approved by Town Board
9. Keep track of the two township graders and up-keep of them.

### **Weed Inspector Duties:**

If appointed by Town Board, see that noxious weeds are taken care of.