

City of Whitehall - Help Wanted

Municipal Maintenance Worker

The City of Whitehall is seeking a full-time, non-union Municipal Maintenance Worker to perform general maintenance and groundskeeping at City parks, cemetery, downtown areas, marina facilities, and City-owned buildings. Duties include mowing and landscaping, facility and restroom maintenance, cleaning, minor repairs, painting, snow and ice removal, and operation of City vehicles and equipment. Some weekend and holiday work is required based on seasonal and operational needs.

Previous grounds, maintenance, landscaping, construction, or related experience preferred. High school diploma or equivalent and a valid Michigan driver's license required.

Starting wage: \$17.00/hour, plus applicable City benefits.

Applications and a complete job description are available from the City of Whitehall's website or City Hall. Deadline for submission is Friday, October 30, 2026.

Publish: October 11, 2026

MUNICIPAL MAINTENANCE WORKER

SUMMARY

Perform general maintenance, groundskeeping, and seasonal maintenance of city parks, cemetery, downtown areas, marina, buildings, and other city properties. Operate and maintain a variety of vehicles and mechanical equipment. Perform related work as required.

SUPERVISION RECEIVED

Daily assignments are made by the Public Works Director or Supervisor. The work is checked in progress and upon completion.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform)

1. Maintain city parks, cemetery, downtown areas, marina, buildings, and other city properties.
 - a. Mow grass, trim trees and shrubs, landscape, and perform general grounds maintenance.
 - b. Clean and maintain park facilities, restrooms, shelters, playgrounds, picnic areas, sidewalks, and other park amenities.
 - c. Maintain cemetery grounds, walkways, drainage areas, landscaping, and other cemetery facilities.
 - d. Maintain downtown sidewalks, public areas, planters, landscaping, and streetscape; remove litter and debris.
 - e. Maintain marina grounds, docks, buildings, landscaping, and public areas.
 - f. Assist with seasonal preparation of parks, cemetery, downtown areas, marina, and other city properties.
2. Perform general maintenance and upkeep of city-owned buildings and facilities.
 - a. Perform minor repairs and maintenance.
 - b. Paint, clean, and perform other facility-related work.
 - c. Assist with identifying maintenance needs and larger maintenance and repair projects.
3. Operate and maintain a variety of vehicles, mechanical equipment, and power tools.
 - a. Operate city vehicles and equipment to transport materials and perform maintenance duties.
 - b. Operate a variety of power equipment such as mowers, trimmers, blowers, and other equipment as assigned.
 - c. Wash, clean, fuel, lubricate, and perform basic maintenance of vehicles and equipment as directed.
4. Perform seasonal maintenance and special event duties.
 - a. Assist with snow and ice removal in parks, downtown areas, and other city properties.
 - b. Assist with seasonal decorations and preparation for downtown events and activities.
 - c. Assist with marina opening and closing activities and provide weekend and holiday coverage as needed during the marina season.
5. Assist other city maintenance employees and divisions when needed.
6. Perform related work as required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience:

Knowledge of the procedures and practices for operating and maintaining assigned vehicles, mechanical equipment, grounds, and facilities.

Knowledge of safety procedures and precautions involved in maintenance projects and equipment operations.

Skill in operation of assigned vehicles, mechanical equipment, and power tools.

Skill in performing general grounds, building, and facility maintenance.

Skill in establishing and maintaining effective working relationships with fellow employees and the public.

Required training includes a high school diploma or equivalent. Previous experience in grounds maintenance, building maintenance, landscaping, construction, or related work is preferred. Must have a valid Michigan driver's license. A Commercial Driver License may be required for certain duties and equipment operation.