

PUBLIC WORKS EMPLOYEE

Supervised by: Public Works Superintendent; supplemental supervision provided by the Public Works Leadsman.

General Summary

This is a skilled to semi-skilled position. Work is performed under the direction of the Public Works Superintendent and involves operation of equipment as well as the performance of varied manual tasks. The primary areas of responsibility for a Public Works Employee are: street repair and maintenance, snowplowing, water main and sewer main installation repair and maintenance, parks and facilities maintenance, equipment repair operation and maintenance. Public Works Employees are required to adequately perform such tasks as are routinely carried out in the daily operations found in these and related work areas.

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 that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operate snowplow trucks, front-end loaders, backhoes, tractors, and other equipment for maintenance operations.
2. Performs and assists in the installation and repair of water and sewer mains and services.
3. Read, repair and install water meters.
4. Inspect, repair and flush fire hydrants.
5. Perform and assist in cleaning sanitary and storm sewers with the appropriate equipment.
6. Perform park maintenance with the use of related power equipment, i.e. lawnmowers, sweepers, and related hand tools.
7. Remove and trim trees with the appropriate hand and power equipment.
8. Assist in the repair and maintenance of roadways.
9. Perform routine equipment maintenance.
10. Building maintenance.
11. Other duties and tasks as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential function of the position. Reasonable accommodations may be made to enable individuals to perform the job.

1. Graduation from an accredited high school or equivalent.
2. Good driving record and a valid Michigan Class-B Commercial Driver's License or ability to obtain certification.
3. One-year experience in similar job classification.
4. General knowledge of water and sewer systems installation, repair, and maintenance.
5. Ability to operate and maintain a variety of equipment and tools.
6. Ability to work effectively with other employees.

7. Ability to work effectively with the public.
8. Ability to work effectively under stress, changes in work priorities and emergencies.
9. Ability to respond to emergencies 24 hours per day.
10. Thorough working knowledge of computers.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this position will be predominately performed in an outdoor environment. The position will also involve interacting with members of the public and other employees on a regular and consistent basis. Duties of this position will frequently require the employee to lift large amounts of weight (80 lbs. and less). The employee will also be required to perform manual labor for extended periods of time outside in all types of weather conditions. The employee is expected to work in an environment that requires the use of Personal Protective Equipment (PPE).

The hours are a set forty hours a week from Monday through Friday however availability for night, weekends, and holidays is required as the position dictates due to numerous unpredictable requirements of the city operation.

Salary Range:

The salary range for this position is \$38,000-\$40,000. Compensation adjustments are specified in the collective bargaining agreement.