

POSITION DESCRIPTION:

DEPARTMENT OF PUBLIC WORKS MAINTENANCE WORKER

POSITION SUMMARY

The DPW maintenance worker performs the manual day-to-day activities of the Village of Bellaire. These positions require demonstrated competency and increasing independence, knowledge and ability in performing routine and special assignments in a variety of maintenance program areas in the Public Works department. These program areas include maintenance of village streets, maintenance of public parks and grounds, cemetery maintenance, maintenance of equipment and motor vehicles; and utility meter reading and water/sewer system maintenance.

SUPERVISION RECEIVED

DPW maintenance workers are under the general direction of the Director of Public Works.

RESPONSIBILITIES AND ESSENTIAL DUTIES

1. Performs a variety of tasks involving strenuous manual labor maintaining streets, parks, grounds, water and other systems typically maintained by municipal government.
2. Performs manual work in preparing surfaces for paving, mixing cement, breaking up paved surfaces.
3. Assists in patching asphalt with hot and cold mix. Excavates and fills trenches and ditches.
4. Mows ball fields; picks up brush and trash; and collects trash or garbage from buildings and grounds.
5. Cuts weeds and mows lawns, sprays weeds; prunes trees, trims shrubs and applies fertilizers.
6. Works in the mechanic's shop, repairs water lines; installs and replaces meters; and installs and replaces road and street signs.
7. Performs routine and basic maintenance on Village facilities.
8. Performs other related, similar or logical duties as assigned or required.
9. Emergency Telephone: Once acclimated to the DPW position and determined by the Director of Public Works, DPW maintenance workers will be required to carry an emergency telephone for one (1) week at a time. The emergency telephone will be alternated between all DPW maintenance staff.

QUALIFICATIONS FOR EMPLOYMENT

1. High school diploma or equivalent; or combination of education and experience that demonstrates the knowledge and ability to perform the work.
2. A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
3. No felony convictions and/or disqualifying criminal histories.
4. Must possess, or be able to obtain, a Michigan Commercial Driver's License with an airbrake endorsement prior to employment.
5. Knowledge of proper use of equipment, materials and supplies used in construction and maintenance work.
6. Knowledge of methods and techniques used to perform minor repairs.
7. Knowledge of applicable safety precautions.
8. Ability to work independently and to complete daily activities according to a work schedule.
9. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.
10. Ability to communicate orally and in writing.
11. Ability to use equipment and tools properly and safely.
12. Ability to understand, follow and transmit written and verbal instructions.
13. Ability to establish effective working relationships with employees, supervisors and the public.
14. Certifications or licenses that pertain to the duties performed by the department.

TOOLS AND EQUIPMENT USED

The Public Works Maintenance Worker must be able to operate tools and equipment within the department and motor vehicles within the department fleet. Additionally he/she must be able to use office equipment, hand held and computer devices.

PHYSICAL DEMANDS

This is a highly physical position that often requires lifting, standing, twisting and pulling. These physical demands must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

WORK ENVIRONMENT

This position requires considerable outdoor work. Work is conducted on or near heavy equipment. Must be able to frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move more than seventy-five (75) pounds. Noise level is generally loud. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This job classification has some occupational exposure. Some procedures or occupation related tasks that involve exposure or the potential for exposure to blood or other potential infectious material or involve a potential for spills or splashes or other potentially infectious material. This includes some procedures or tasks conducted in non-routine situations as a condition of employment.

SELECTION GUIDELINES

Formal application; education/certification and experience; oral interview and reference check.

CONDITIONS

The duties listed above are intended only as illustrations of the various types of work that will be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the Village of requirements of the position change.

I have read and accept the above job description. I have discussed it with my immediate supervisor.

Employee

Date

Supervisor

Date