



Job Description: Laborer / Utility Operator (DPW)

Supervised by: Director of Public Works
Supervises: no supervisory responsibilities

Position Summary:

Under the supervision of the Director of Public Works, operates heavy equipment and performs a wide range of skilled and semi-skilled maintenance, construction and repair tasks in support of all public works functions. Operational areas include streets, water, wastewater, stormwater, parks, refuse, equipment maintenance, and grounds.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential job functions. These examples do not include all of the duties 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 construction or power equipment such as tractor, backhoe, mower, street sweeper, dump truck, powered aerial work platforms, snowplow, sewer jet, power saws, and multiple types of powered handheld equipment.
2. Maintain and repair tools and equipment. Lubricate equipment, determine repair and maintenance needs, and perform basic equipment maintenance as needed. Fabricate and weld tools and equipment as needed.
3. Perform skilled and semi-skilled maintenance and repair tasks involving carpentry, electrical, masonry, mechanical, road, and utility repair skills.
4. Repair and maintain streets, alleys, and public parking areas. Apply cold patching; repair and replace street signage; seal cracks; and repair and replace stormwater catch basins as well as sanitary sewer manholes. Grade shoulders and unpaved streets. Clean streets of snow and debris using street sweepers, snowplows, salt spreaders, snow blowers, and other equipment. Clean public sidewalks of debris.
5. Perform grounds and building maintenance tasks. Mow grass, plant grass, trim and remove trees, clean public grounds, and perform repairs to public buildings and structures.
6. Participate in operating and maintaining the City's utility systems. Installation, replacement, and repair to water and sewer lines and taps mains. Maintain and repair wastewater pumps and lift stations. Installation, replacement, repair, and read water meters. Accurately locate all City-owned utilities. Locate sewer line blockages and operate sewer jet to clear obstructions.
7. Collect yard waste, and transport collections to appropriate locations.

8. Respond to work demands, as needed, 24 hours a day, particularly during winter months. Work some weekends on an on-call basis.
9. Perform related work as required.

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 functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or equivalent.
- Two or more years in construction, building or mechanical trades work, utility operations or related field.
- A Class B Commercial Operator's license from the State of Michigan with air brake designation.
- S-3 Water Distribution Certification is highly desirable.
- Education in operating and maintaining wastewater collection systems is highly desirable.
- Training in First Aid and CPR.
- Thorough knowledge of the mechanical operation, repair, and maintenance practices of lift stations, motor driven equipment, and other heavy equipment.
- Considerable knowledge of safety procedures and protocol involved in equipment operation and public works maintenance.
- Considerable knowledge of the tools, materials, and equipment used in the repair and maintenance of buildings, mechanical systems, construction projects, and underground infrastructure systems.
- Skill in the operation and basic maintenance of assigned vehicles, equipment, and power tools.
- Skill in performing a variety of semi-skilled and skilled maintenance and repair tasks involving carpentry, electrical, masonry, mechanical, and road construction.
- Skill in welding and fabricating is desired.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, contractors, and the public.

- Ability to work effectively under stress, changes in work priorities, and in emergencies.

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 physical disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit, climb, or balance, talk or hear, and taste or smell. The employee must regularly lift and/or move objects of moderate to heavy weight.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, risk of electrical shock, and vibration. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate but can be very loud.