



DEPARTMENT OF PUBLIC WORKS

Laborer and Maintenance Personnel

Summary:

Assist in installing, maintaining, and repairing Village infrastructure, including sanitary and storm sewers, water lines, streets, sidewalks, parks, buildings, trees, and traffic signs. Operate and maintain various vehicles and mechanical equipment. Responsibilities include tasks at the Village water and wastewater plants and participating in a rotation for their operation. The Village maintains a drug and alcohol-free environment, with pre-employment and random drug tests per state regulations.

Supervision Received:

Reports to the Director of Public Works or Lead Workers. Work is reviewed both in progress and upon completion.

Responsibilities and Duties:

- Install, maintain, and repair Village infrastructure.
- Operate and maintain water and wastewater treatment facilities, ensuring compliance with regulations.
- Conduct laboratory testing on water and wastewater samples.
- Monitor and adjust treatment processes to optimize efficiency.
- Maintain accurate records of plant operations, lab results, and regulatory reports.
- Oversee preventive maintenance and repair of plant equipment.
- Perform excavation, patching, and snow removal.
- Clean and install storm and sanitary sewers.
- Repair, locate, and mark water, sewer lines, and storm drains.
- Maintain parks and public areas.
- Operate light and heavy trucks for transport, snow plowing, and salt spreading.
- Use power tools and equipment for maintenance tasks.
- Perform basic vehicle and equipment maintenance and repair.
- Assist with tasks at the water and wastewater plants, including rotation duties.
- Conduct laboratory work related to water and wastewater treatment.
- Perform additional tasks as assigned.

Required Qualifications:

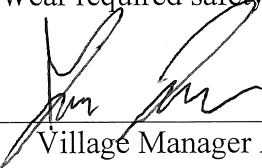
- Knowledge of vehicle and mechanical equipment operation and maintenance.
- Familiarity with safety procedures for public works projects and equipment.
- Skill in operating vehicles, mechanical equipment, and power tools.
- High school diploma or equivalent.
- Ability to obtain a State of Michigan CDL B-license with Air Brakes within 6 months.
- Willingness to work overtime and be on call.
- Basic computer skills and familiarity with smartphone technology.

Responsibilities and Duties - Maintenance:

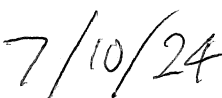
- Read and understand equipment instructions, maintenance manuals, and blueprints.
- Maintain paving, markings, traffic signals, and street lighting.
- Perform preventative maintenance on streets and sidewalks.
- Clean streets to maintain the storm drain system.
- Handle MISS DIG requests for storm drains, water, and sewer lines.
- Maintain Village buildings, parks, and green spaces.
- Operate assigned equipment and vehicles proficiently.
- Perform tasks independently and respond to emergencies.

Working Conditions:

- Frequent outdoor work in various weather conditions.
- Ability to lift, carry, and position heavy objects.
- Perform physical activities such as walking, climbing, lifting, bending, stooping, and working in trenches.
- Wear required safety and protective gear.



Village Manager Approval



Date



Department Head Approval

7/10/2024

Date

*Persons with physical disabilities are eligible as long as they can perform the job's essential functions after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.