



Department of Public Works Worker
(Job Description)

GENERAL DUTIES:

Provide knowledge and labor for activities of the public works department including water treatment, wastewater treatment, water distribution, wastewater collections, streets, storm drainage, parks, vehicle maintenance and building maintenance; does all other related work as required.

GENERAL FEATURES OF THE CLASSIFICATION:

Responsible to the D.P.W. Supervisor for a variety of manual labor, maintenance and construction related tasks related to the operations of the public works department, including all public facilities, water and wastewater treatment plant and systems, water distribution, wastewater collection systems, storm drainage, streets and parks.

SUPERVISION RECEIVED:

Work is performed under the general direction of the D.P.W. Supervisor and/or Village Manager who communicate council and community requests and holds the employee accountable for assigned work, maintenance schedules and achieving department goals and objectives.

SUPERVISION EXERCISED:

Responsible for the over-site of water and wastewater treatment plants and systems, distribution and collection systems and all public facilities in the event the D.P.W. Supervisor is absent from his post (i.e. Vacation, Illness, Injury or any other reason.)

ESSENTIAL JOB FUNCTIONS:

1. Provides labor for Wastewater treatment operations and maintenance.
2. Provides labor for Water treatment operations and maintenance.
3. Provides labor for maintaining water wells, water treatment systems and water distribution systems.
4. Provides labor for maintenance of wastewater treatment systems and wastewater collection systems;
5. Provides labor for maintenance of public buildings, parks, streets and street right of ways;
6. Attend Village Council meetings and various other meetings as directed;
7. Provides labor and maintenance for village vehicles and equipment;
8. Maintain good working relationship with fellow employees, elected officials and the general public;
9. Effectively operate computer;

10. Communicate effectively with supervision both verbally and in writing;
11. Work beyond a normally scheduled shift for periods in excess of eight (8) to twelve (12) hours to respond to service problems including but not limited to snowfall, flooding, downed trees, sewer backups, water leaks, etc . . .
12. Perform other tasks as assigned.

EDUCATIONAL, LICENSURE & KNOWLEDGE REQUIREMENTS:

High school diploma or equivalency is required.

Possess and maintain a valid Michigan driver's license and a driving record acceptable to the Village's insurance carrier. Possession and maintenance of a CDL-B with air break endorsement is also required.

Minimum two years of public works experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the essential job functions described herein.

Demonstrate knowledge of principles, practices, methods, materials and equipment used in the construction and maintenance of water treatment and distribution systems, wastewater treatment and collection systems, street maintenance and construction, storm drainage systems, park maintenance and construction, vehicle operation and maintenance, equipment maintenance and building maintenance and construction.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

Sitting, standing, walking on level and slippery surfaces, carrying, climbing, lifting (minimum 75 lbs.), pulling, pushing, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping for prolonged periods of time.

May be required to work weekends, holidays and evenings.

Must have ability to work indoors or outside in a variety of environmental extremes such as heat, cold, rain, wind and dust.

Must have ability to work independently as well as ability to work as part of a team.

SUB-CATEGORIES:

The aforementioned duties and position requirements set forth those for the DPW-Worker Class III position. In addition to those duties and position requirements, the following also apply:

DPW-Worker Class II:

This position must satisfy the duties and requirements of the DPW-Worker Class III position.

In addition, individuals in the DPW-Worker Class II must possess and maintain wastewater treatment L1 & L2 certification with a valid MI DEQ Water Works Certificate D3S3 Backflow Cross Connection desired.

Individuals in the DPW-Worker Class II position must also have a minimum five years of public works experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the essential job functions described previously and, in addition, duties related to the monitoring and maintenance of Village wastewater treatment facilities including testing and discharge

responsibilities, as well as the ability perform those duties. Individuals in this position must possess an increased working knowledge of Municipal Maintenance Geographic Information Systems and the ability to utilize those systems with regard to water, sewer, streets and other related DPW services and other duties as assigned.

DPW-Worker Class I:

This position must satisfy the duties and requirements of the DPW-Worker Class II position. Individuals in the DPW-Worker Class I position must possess and maintain a valid MI DEQ Water Works Certificate D3S3 Backflow Cross Connection Certification.

Individuals in the DPW-Worker Class I position must also have a minimum eight years of public works experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the essential job functions described previously and, in addition, duties related to the monitoring and maintenance of Village Water and Wastewater treatment facilities including testing, discharge and backflow prevention responsibilities, as well as the ability perform those duties.

Individuals in the DPW-Worker Class I are responsible for the monitoring and maintenance of Village Water Treatment facilities including testing, discharge and backflow prevention responsibilities and completion and submission of any and all state or federal water or wastewater reports, as well as the ability perform those duties and other duties as assigned.

The Village of Howard City is an Equal Opportunity Provider and Employer