

CITY OF ECORSE JOB DESCRIPTION

TITLE: DEPARTMENT OF PUBLIC WORKS OPERATOR

DEPARTMENT: PUBLIC WORKS

SUPERVISED BY: DEPARTMENT OF PUBLIC WORKS SUPERVISOR

FAIR LABOR STANDARDS ACT STATUS: NON EXEMPT

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision of the Department of Public Works Supervisor perform daily operations and maintenance duties in all areas of Public Service including but not limited to streets, water, wastewater, general building and equipment maintenance, parks and public grounds. Perform a wide range of skilled and semi-skilled maintenance, construction and repair tasks in support of Public Service projects.

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 this position.

- Perform a wide range of tasks to maintain the operations of Public Works at the verbal or written direction of the Public Works Superintendent or Supervisor and/or designee.
- Perform general labor.
- Understand and adhere to all safety policies and practices.
- Read residential, commercial and industrial water meters with computerized hand held machine; read and record meters manually as necessary for calculations
- Install, repair and maintain water mains, water services, water meters MTU devices, hydrants, valves and curb boxes
- Operate and Service Water Systems:
 - Maintain and repairs water system.
 - Perform emergency water work repairs.
 - Maintain water metering equipment.
 - Ability to mark out water & sewer utilities

- Maintain Street, Parking Lot and Related Property:
 - Maintain street, parking lots and related property, including, but not limited to, concrete repairs, crack sealing, blacktop patching.
 - Install and maintain streets signs, barricades, and lights.
 - Install, monitor, and maintains traffic counters.
 - Perform maintenance activities consisting of mowing, plant, shrub and tree trimming, tree removal, stump grinding and tree replacement.
 - Raise, lower and rebuild manhole castings to grade.
 - Replace, repair and/or maintain storm sewer catch basins and pipe.
 - Haul materials as needed.
 - Leaf and brush collection
 - Performs custodial duties and prepares facilities for public use

- Install, Construct and Maintain Parks, Grounds and Related Facilities and Equipment
 - Maintain recreational buildings.
 - Collect and removes garbage/trash & litter receptacles.
 - Cut grass, rakes and trim lawns at all City facilities and fields
 - Removes unwanted weeds
 - Must be able to use equipment such as walking and riding mowers, push mowers, chain saws and a variety of powered and non-powered hand tools
 - Perform all other assigned tasks as requested by Supervisor

- Assist with Preventative Maintenance and Minor Repairs of Motorized Vehicles/Equipment:
 - Perform routine preventative maintenance and safety checks on vehicles and equipment.
 - Assist in routine preventative maintenance on vehicles such as checking fluid levels and Adding or changing oil as needed, checking belts, etc.

- Perform General Labor Activities:
 - Haul materials manually or with light equipment, as needed.
 - Perform brush clearing and wood chipping.
 - Perform strenuous manual labor in extreme climatic conditions including, but not limited to, lifting and digging.

- Perform Snow Removal Activities:
 - Plow streets, parking lots, ice rinks and skating areas using light and/or heavy equipment or manual labor.
 - Plow sidewalks using light equipment or manual labor.
 - Apply sand and salt to roadways.

- Supportive Work Environment:
 - Treat other employees with respect.
 - Support a positive work environment.
 - Keep others informed of work issues and programs by maintaining quality communication.
 - Work to resolve issues of conflicting personalities and needed.
 - Assist other staff and departments as needed.

- Service Objective-Responsibilities to Citizens and Taxpayers:
 - Courteous and respectful.
 - Responsible to citizen requests.
 - Cost effective use of resources.

- Maintenance and Operation of Heavy Equipment, Machinery and Trucks:
 - Street Sweeper
 - Backhoe
 - Jetting and Vacuum Truck
 - Dump Truck

EDUCATION AND OR EXPERIENCE

- High school diploma and two years of progressively responsible experience
- Michigan S-4 Water Distribution License within 1 year of hire
- Michigan Commercial Driver's License (CDL) Class B Upon Hire*
- Experience using heavy equipment including backhoe, and street sweeper
- Knowledge of operations of meter reading devices, related tools and equipment for a variety of repairs and operating tools in a safe and effective manner
- Knowledge of occupational hazards and standard safety practices to avoid injury to persons and property
- Knowledge of the operation and maintenance of trucks, light equipment, motors and machines.
- Ability to perform in the safe and efficient use of tools used in the Public Works Department
- Ability to learn the city's geography and location of residential, commercial and industrial meters
- Ability to understand and carry out oral and written instructions so as to work independently and responsibly in the absence of supervision

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Environment
 - Indoor
 - a) Office Setting
 - b) Employee meetings
 - c) Building maintenance
 - Outdoor
 - a) Working around traffic
 - b) Heavy construction equipment
 - c) Outside weather conditions
 - d) Wet or humid conditions
 - e) Vibrations
 - f) Moving mechanical parts
 - g) Fumes or airborne particulates
 - h) Risk of electrical shock
 - i) Toxic or caustic substances
- Mobility
 - Must have hand and finger agility and be able to balance, bend, climb, crawl, crouch, kneel, reach, walk, squat a majority of the work day
 - Requires the ability to lift, load, unload, move, and push objects weighing up to and over 50 pounds
 - Sitting for prolonged periods of time
 - Extensive use of a computer keyboard
 - Physical challenges of outdoor environments
 - Performance of essential duties
- Vision
 - Vision acuity to read numerical figures and computer screen
- Other factors
 - Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel inside or outside city boundaries for city business or to attend meetings.

The above job description is illustrative and not a complete itemization of all facets of the position