

**CITY OF HOWELL
POSITION DESCRIPTION**

TITLE: Beginning Skilled Laborer
DEPARTMENT: Public Services
STATUS: Full Time, Non Exempt (with occasional required overtime)
UNION: Technical Professional Officeworkers Association of Michigan
SALARY: \$18.32 - \$20.17 DOQ, Full Benefits Package

GENERAL PURPOSE: Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED: Works under the close supervision of the DPW Superintendent and the DPS Director.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects and/or repairs meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
- Performs required labor involved in construction and maintenance projects including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
- Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

- Clears streets and sidewalks of snow and ice.
- Maintains and repairs streets and sidewalks.
- Mows and maintains park and open space areas; mows lawns; weeds; cleans and maintains courts and appurtenances; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Inspects, washes, and performs routine maintenance of drinking fountains and restrooms.
- Performs minor unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Assists in setting up and taking down equipment for various functions and programs, prepares facilities for program use.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Operates light, medium-sized, and heavy construction and power equipment, such as mechanized broom, jetter/inductor truck or backhoe/loader, vactor, snow plow.
- Performs all duties in conformance to appropriate safety and security standards.
- Services water supply, sewer lift and other pumps.
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.
- Assists in the operation of City Cemeteries which may include burials, general maintenance and grounds care.
- Assists the DDA with maintenance of downtown plantings, flowers and other beautification efforts including seasonal decorations.

PERIPHERAL DUTIES: Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Two (2) years of experience relating to construction, maintenance, or repair, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform heavy manual tasks for extended periods of time;
- (D) Ability to work safely;
- (E) Ability to communicate effectively verbally and in writing;
- (F) Ability to establish and maintain effective working relationships with employees, other departments and the public;
- (G) Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS: Valid State Driver's license and CDL certification, or ability to obtain one.

TOOLS AND EQUIPMENT USED: Motorized vehicles and equipment, including vactor, snowplow, dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, forklift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, jack hammer, chipper, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS: 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and may occasionally lift and/or move up to 100 pounds with assistance. Specific vision

abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; physical exam to include drug screening will be required.

The duties listed above 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 the position.

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