

Department of Public Works Laborer I

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 related work as required.

GENERAL FEATURES OF THE CLASSIFICATION:

Responsible to the D.P.W. Supervisor for 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 who communicates all council requests and questions 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.)

KEY PERFORMANCE AREAS:

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 maintaining wastewater treatment systems and wastewater collection systems.
5. Provides labor for maintaining public buildings, parks, streets and street right-of ways.
6. Attend Village Council meetings and various other meetings as required.
7. Provides labor and maintenance of village vehicles and equipment.

EDUCATIONAL REQUIREMENTS:

High school diploma or equivalency is required. Michigan water treatment D-3, water distribution S-3, wastewater treatment L2, certifications required.

EXPERIENCE AND TRAINING:

Two years of increasingly responsible public works experience and training or any satisfactory combination of experience and training; which demonstrates the knowledge, skills and ability to perform the above-described duties.

KNOWLEDGE OF:

Principles and practices, methods, materials and equipment used in the construction and maintenance of water treatment and distribution, wastewater treatment and collections, streets, storm drainage, parks and building maintenance.

Knowledge of personnel practices; public works safety procedures; budget planning and preparation.

ABILITY TO:

Communicate effectively with supervision both verbally and in writing, effectively operate computer and keyboard

Maintain effective working relationship with all Village employees, elected officials and the general public.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

Sitting, standing, walking on level and slippery surfaces, carrying, climbing, lifting (minimum 50lbs.), pulling, pushing, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping for prolonged periods of time. Requires some weekend, holiday and evening work. Work outside in a variety of environmental extremes such as heat, cold, rain, wind and dust.

SPECIAL REQUIREMENTS:

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 upon hire is also required.

This description should not be considered all inclusive as additional duties may arise.

Adopted by the Webberville Village Council: April 11, 2011.

Amended by the Webberville Village Council: October 8, 2012.