



Job Opening - Department of Public Works Laborer

Job Title: DPW CLASS I – Qualifications: Operator in Charge, S-3 Water License, Sexton Duties

Job Type: Full-Time, Union

Starting Rate of Pay: \$37.00

Benefits: Health Insurance, 457 Plan, paid vacation & holidays, sick time

Duties and Responsibilities:

- Perform Operator in Charge (OIC) duties required by State of Michigan
- Manage and schedule workloads for DPW employees
- Understanding of the procedures necessary to work on water main breaks and or service lines.
- Ability to locate and repair shut off valves and understands turn on/turn off procedures.
- Fire Hydrant flushing, testing and repairs. Maintain hydrant master list with maintenance information.
- Ability to install and maintain water meters and radio boxes.
- Working knowledge of Neptune Meter Software or equivalent.
- Ability to take accurate water samples.
- Marking utilities for Miss Dig
- Working knowledge of the cross-connection control program and enforcement.
- Operates tractors, mowers, trucks, power-washers and other departmental equipment.
- Grass cutting & weed control at various township locations.
- Keep township properties free of debris, garbage, dead trees, sticks, leaves etc.
- Perform routine maintenance on mechanical equipment (change oil, maintain spark plugs, filters and minor repairs
- Perform minor interior building maintenance such as painting, plumbing, carpentry and other trades work.
- Inspects, washes and performs routine maintenance of restrooms, benches, pavilions and other site amenities.
- Painting of township facilities including street markings, parks and playground equipment.
- Installs and maintains parks and sports facilities.
- Snow removal and de-icing of parking lots and sidewalks.
- Install forms and pour concrete. Finish concrete work.
- Cemetery functions and procedures. Accurately measure, dig and help with grave opening and closings.
- Communicate with customers to provide needed information with plot locations.
- Be subject to participation in the township on-call program for emergency and after-hours response.
- Perform purchasing policies in compliance with Clerk and Treasurer
- Performs other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalent. S-3 Water License required. Reasonable knowledge of work methods, practices and procedures involved in a variety of public works construction, maintenance and repair activities.
- A valid Michigan Driver's License, satisfactory driving record, and the ability to maintain one throughout employment, are required*
- Reasonable knowledge of the operation of trucks and other automotive and power-driven equipment and tools
- Ability to understand and follow verbal or written instructions.
- Ability to work effectively with other employees
- Ability to use good judgment, initiative and resourcefulness to interact tactfully and courteously with the public.
- Ability to work outdoors in all weather conditions
- Ability to lift a minimum of 50 lbs.
- Be able to pass a background, health and drug screening.