

VILLAGE OF BELLAIRE

Public Works Maintenance Worker Job Description

Definition:

These positions require demonstrated competency and increasing independence, knowledge and ability in performing routine and special assignments in a variety of maintenance program areas in the Public Works department.

Essential Functions:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

Tasks:

- ◆ Performs a variety of tasks involving strenuous manual labor maintaining streets, parks, grounds, water and other systems typically maintained by municipal government.
- ◆ Performs manual work in preparing surfaces for paving, mixing cement, breaking up paved surfaces.
- ◆ Assists in patching asphalt with hot and cold mix. Excavates and fills trenches and ditches.
- ◆ Drags ball fields; picks up brush and trash & collects trash or garbage from buildings and grounds.
- ◆ Cuts weeds and mows lawns, sprays weeds; prunes trees, trims shrubs and applies fertilizers.
- ◆ Works in the mechanic's shop, repair water lines; install and replace meters & install and replace road and street signs.
- ◆ Performs routine and basic maintenance on Village facilities.
- ◆ Performs other related, similar or logical duties as assigned or required. This includes plowing, hauling and shoveling snow.
- ◆ **Emergency Phone: When acclimated to the DPW position and determined by the DPW Supervisor, DPW employees will be required to carry an emergency phone for 1 week at a time. The emergency phone will be alternated between all DPW staff. For this job, employees are compensated for six (6) hours of overtime pay.**

Supervision Exercised:

None. May supervise community service workers, inmates or temporary employees as required or assigned.

Knowledge, Skills, Abilities, and Other Characteristics:

- ◆ Knowledge of proper use of equipment, materials and supplies used in construction and maintenance work.
- ◆ Knowledge of methods and techniques used to do minor repairs.
- ◆ Knowledge of applicable safety precautions.

- ◆ Ability to work independently and to complete daily activities according to work schedule.
- ◆ Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.
- ◆ Ability to communicate orally and in writing.
- ◆ Ability to use equipment and tools properly and safely.
- ◆ Ability to understand, follow and transmit written and oral instructions.
- ◆ Ability to establish effective working relationships with employees, supervisors and the public.

Working Conditions:

Regularly works near moving mechanical parts and in outside weather conditions. Must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 75 pounds. Noise level is generally loud. 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 frequently required to sit and talk or hear, use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to walk short distances, sometimes over uneven terrain.

Qualifications:

Any combination of education and experience that demonstrates the knowledge and ability to perform the work. Willing and able to perform manual work following verbal and written instructions.

Special Requirements:

Must possess, or be able to obtain, a valid and appropriate Michigan driver's license and CDL (Commercial Driver's License) with air brake endorsement prior to employment.

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