

SPRING LAKE TOWNSHIP JOB DESCRIPTION

PUBLIC SERVICES TECH. I

Supervised By: Director of Public Works
Supervises: No supervisory responsibility
FLSA – Non-Exempt

Position Summary:

Under the supervision of the Director of Public Works, functions as an entry-level worker acquiring increasing skills in the performance of public works tasks. Performs maintenance and repairs for the Township's water distribution system and wastewater collection systems. Participates in the upkeep of Township parks and recreational facilities, bike paths and other common areas, and assists in cemetery tasks. Performs general building maintenance and participates in all aspects of public works functions and tasks.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs a variety of regular and routine preventive maintenance repair tasks for the sewage conveyance and water distribution systems including lift station maintenance, sewer jetting, valve and hydrant exercise and other tasks.
2. Inspects, installs, replaces, valves, hydrants, and other related equipment.
3. Participates in the repair or upgrade of water service lines and mains.
4. Assists in the upkeep of Township parks, bike paths, and other Township facilities.
5. Assists the Cemetery Superintendent with funerals and burials and the general upkeep of the grounds as assigned.
6. Locates and stakes water and sewer lines to fulfill Miss Dig requests.
7. Assists with cross-connection inspections.
8. Performs minor vehicle and equipment maintenance

9. Works in an on-call capacity in accordance with the requirements of a shared schedule as determined by the Public Works Director.
10. Fully understands proper safety procedures and follows them.
11. Attends trainings and seminars as assigned by the Township.
12. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties personnel so classified.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

Education:

1. High school diploma or equivalent.

Experience:

1. One or more years experience as a semi-skilled laborer and/or equipment operator in a public works-related field, ideally in the maintenance and installation of water distribution and wastewater collection system lines and components.

Certification:

1. Michigan Department of Environmental Quality Water Distribution System Operation Certification of S-4 required.
2. Must obtain a Commercial Driver's License, CDL-B, within 18 months of hire, CDL-A is preferred.
3. Must have a valid Michigan Drivers License.

General:

1. Good knowledge of safety procedures and precautions involved in equipment operation and public works maintenance work.

2. Good knowledge of the tools, materials and equipment used in the repair and maintenance of buildings, mechanical systems, construction projects, and infrastructure systems.
3. Ability to master the operation of assigned vehicles, equipment and power tools including a variety of pumping and control equipment.
4. Skill in maintaining and operating the equipment and apparatus related to water distribution and wastewater conveyance.
5. Ability to perform a variety of simple maintenance and repair tasks involving electrical, plumbing, and mechanical equipment.
6. Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with fellow employees, professional contacts, and Township officials.
7. Ability to effectively communicate, to understand instructions, and follow directions in English.
8. Ability to work effectively under stress, changes in work priorities, and emergencies.
9. Ability to respond to public works emergencies 24 hours per day.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms and travel to other locations. The employee is often required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects of moderate to heavy weight.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and/or heavy equipment. The employee is frequently exposed to outside weather conditions, fumes or airborne particles, vibration, and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places, and risk of electrical shock. The noise level in the work environment ranges from quiet to moderate at the facility to very loud in the field.