

CITY OF MARINE CITY
JOB DESCRIPTION

DEPARTMENT OF PUBLIC WORKS UTILITY LABORER

Position Summary: Responsible for performing a variety of public works: construction, maintenance, repair and labor activities, operate power-driven equipment and tools and perform related work as required.

Supervised By: Department of Public Works Superintendent

Job Type: Part-time

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

- Perform a full range of construction, maintenance and repair activities associated with municipal infrastructure including: major and local streets, bridges, sidewalks, curbs, gutters, cemeteries, grounds, parks and recreational sites, water distribution and wastewater/storm water collection systems, fire hydrants, motor/equipment and related functional areas.
- Operate light and heavy trucks, snowplows, tractors, and other contractor and power drive equipment.
- Operate pumps, air compressors, lawn mowers and other power-driven equipment and tools.
- Perform emergency water and sewer line repair as required (24 hours a day).
- Build water and sewer mains; tap and run service lines.
- Repair sanitary and storm sewer mains and laterals.
- Build and repair manholes, catch basins and other structures.
- Perform snow removal activities (power equipment and manually).
- Repair and patch streets.
- Assist in maintaining parks and recreation equipment and facilities.
- Perform concrete work.
- Install, repair and replace traffic signs, street signs and other miscellaneous signs.
- Service auto, truck, general equipment and facilities.
- Perform varied landscaping and grounds maintenance work including trimming or removal of trees/shrubs.
- All types of underground work.
- Engage with the public and coworkers in a courteous and respectful manner and perform duties in a safe and efficient manner.
- Install, repair and replace water meters. Obtain readings from the meters using the handheld equipment.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills and abilities required to successfully perform the essential functions of the position.

- A High School Diploma or the equivalent. Reasonable knowledge of work methods, practices and procedures involved in a variety of public works construction, maintenance and repair activities.
- A valid Chauffeurs License is required.
- A valid State of Michigan Commercial Driver's License (CDL) with a B endorsement, a satisfactory driving record, and the ability to maintain one throughout employment, are required. 6 months allowed to acquire CDL after initial hiring.
- Reasonable knowledge of street, sidewalk, water line, sewer line, buildings and grounds maintenance work.
- Reasonable knowledge of the operation of trucks and other automotive and power-driven equipment and tools.
- Ability to perform heavy manual labor under all types of weather and other conditions.
- Ability to prepare accurate records. Ability to read blue prints preferred.
- Ability to understand and follow verbal or written instructions.
- Ability to work effectively with other employees and the public.
- Be generally available for off-hour emergencies and weekends on call.
- Ability to work under emergency conditions during winter and summer up to 24 hours per day.
- Good personal hygiene and appearance.
- Ability to pass physical and drug testing.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job.

An employee in this position spends a significant amount of their time working in the field at various public works project sites. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the public works project sites described above. They must have the visual capabilities and manual dexterity necessary to operate equipment and participate in project work and maintenance activities as operational needs demand. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat or severe cold.