

City of Hartford
Van Buren County, Michigan

DPW Equipment Operator/Laborer -

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties 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 routine maintenance, repair and construction projects related to City streets, sidewalks and related infrastructure. Activities may include patching, sweeping, grading, snow and ice removal, sign repair or replacement, pavement markings, and other projects as assigned.
2. Performs routine maintenance, repair and construction projects related to City buildings and facilities. Activities may include unskilled, semi-skilled and skilled tasks involving cleaning, carpentry, painting, plumbing, electrical, cement work and other improvements.
3. Performs routine maintenance and landscaping projects related to City parks, cemetery and grounds. Activities may include mowing, edging, planting, fertilizing, tree trimming and removal, chipping, leaf pick-up, storm clean-up and other activities as required. Maintains Park equipment, buildings and associated facilities.
4. Responsible for routine maintenance and basic repair of City tools, equipment, machinery and vehicles. Records preventive maintenance activities according to established procedures.
5. Operates vehicles and trucks of various sizes and weights, a full range of public works equipment and other hand or power tools associated with construction and maintenance projects.
6. Assists with special events and seasonal projects as assigned. Puts up holiday decorations, places barricades for parade routes and prepares City buildings, parks and grounds for other events.
7. Completes timesheets and maintains daily work logs of projects completed and the equipment, vehicles and materials used. Completes other paperwork as assigned.
8. Adheres to all applicable safety procedures while operating equipment and tools or working in dangerous situations. Participates in safety training, attends safety meetings and participates in other meetings or committees as directed.
9. Responds to public inquiries constructively, refers complaints or complex issues to the Superintendent and displays proper demeanor and language and otherwise represents the department in a positive manner, at all times.
10. Participates in routine maintenance, repair and construction projects related to the City's water, sewer, lagoon and drainage systems. Activities may include installing, repairing and flushing water mains and lines, storm and sanitary sewer lines, catch basins, lift stations, manholes, fire hydrants, and water meters. Reads meters and completes related utility projects as assigned.
11. Performs the duties of other Public Works personnel as operational needs demand and responds to emergencies.
12. Is available on an on-call basis and works weekends and alternative schedules to accommodate special Public Works scheduling needs.
13. Provide assistance to other agencies, departments, boards and/or commissions as directed, including but not limited to Public Safety and the Downtown Development Authority.
14. Performs related work as required.

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:

- A high school diploma or the equivalent.
- Equipment operators must acquire a Michigan Commercial Driver's License (CDL) within six months of hire.
- Knowledge of safety procedures and precautions involved in equipment and vehicle operation and public works maintenance work.
- Knowledge of the tools, materials and equipment used in the maintenance, repair and construction of municipal infrastructure systems, including water and sewer systems.
- Knowledge of landscaping and groundskeeping practices.
- Skill in the use of public works vehicles, light and heavy equipment, tools and related implements used in public works operations.
- Ability to perform a variety of construction, maintenance and repair tasks involving carpentry, electrical, plumbing, and masonry skills.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other employees and the public.
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to work independently and complete projects according to deadlines.
- Ability to work effectively under stress, with changes in work priorities, and in emergency situations.

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.

In order to properly perform the essential functions of this job, the employee is required to work in the field and is required to stand, walk, stoop and kneel. The employee is occasionally required to climb and/or balance. The employee must regularly lift and/or move objects weighing up to 30 pounds and must occasionally lift and/or move objects weighing as much as 75 pounds.

While performing the duties of this job, the employee frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration.

The noise level in the work environment is usually moderate but can be loud during certain assignments.