

Village of Stockbridge

Job Description: DPW Laborer-Permanent Part-Time Position (25 hours per week)

Salary Range: \$12.00-\$15.00 per hour (depending on qualifications and experience)

NON-UNION

POSITION SUMMARY:

Under the direct supervision of the DPW performs general labor in support of a wide range of public works projects to maintain and upgrade the Village's infrastructure. Activities range from roadwork, utility system maintenance, grounds keeping, facilities maintenance and related work.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of 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. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations.
2. Maintains daily logs of projects and the equipment, vehicles and materials used.
3. Participates in the routine maintenance and basic repair of Village equipment and vehicles. Records preventative maintenance activities according to established procedures.
4. Provide manual labor in support of the regular maintenance and special projects related to Village streets, sidewalks, parking lots, alleys and related infrastructure. Labor may involve patching, curb repair and construction, manhole maintenance, snow and ice removal, traffic sign repair or replacement, pavement markings, streetlight maintenance, and other projects as assigned.
5. Under adequate supervision will provide maintenance support and special projects associated with Village utility infrastructure. Labor may involve installing, repairing, flushing and maintaining water mains and lines, storm and sanitary sewer lines, fire hydrants and water meters. Participates in regular meter reading activities and shut-offs.
6. Performs general and skilled maintenance and custodial tasks on Village buildings and facilities. Cleans Village buildings and facilities and completes basic repairs
7. Provides manual labor in support of general grounds keeping and special landscaping projects including mowing, trimming, planting, tree trimmings and removal, chipping, leaf pick-up, brush pick-up, storm clean-up and other activities as required. Maintains parks and associated facilities as directed.
8. Under adequate supervision, operates vehicles and trucks of various sizes and weights and a variety of public works equipment such as loader, man lift dump truck, tractor, mower, blower, and others
9. Represents the Public Works Department by establishing and maintaining effective relationships with the public and other employees. Responds to public inquiries and refers complaints to the Village President and/or Village Manager.
10. Assists with special events and seasonal projects. Puts up holiday decorations, places barricades for parade routes and prepares Village buildings, parks and grounds.

11. Responds to emergencies and is available on stand-by basis, at night or on weekends or holidays, as operational needs demand.
12. Perform special projects as assigned.

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.

- Educational requirements include high school diploma or the equivalent.
- Experience requirements include one or more years of responsible work experience in general labor, construction or related field.
- Is required to be drug and alcohol free while on the job
- Is required to participate in random drug testing.
- A valid Michigan Driver's License is required
- A Commercial Driver's License (CDL) is preferred but not required.
- Knowledge of safety procedures and precautions involved in equipment operation, maintenance work and confined space entry.
- Knowledge of tools, materials and equipment used in repair and maintenance of infrastructure systems.
- Skill in the use of public works vehicles, equipment, tools, and materials utilized in public works projects.
- Skill in completing a variety of construction, repair, custodial and maintenance tasks
- Ability to effectively communicate, understand instructions and follow directions.
- Ability to establish effective working relationships, use good judgement, initiative and resourcefulness when dealing with other employees and the public.
- Ability to work effectively under stress, with changes in work priorities and in emergency situations.
- MUST pass a background check
- Prior to employment, must be able to pass a physical and drug test.

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.

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

While performing the duties of this job, the employee is regularly required to communicate with others, in person and by radio and travel to other location. The employees' environment can range from an office or garage setting to highly precarious situations, including accessing confined spaces. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertions associated with

completing public works projects requiring pulling, pushing, lifting and other forms of physical exertion. Employees are frequently required to lift up to 75 lbs. to their waist and 25 lbs. above head.

The employee is frequently required to use sight, physical strength and manual dexterity to complete projects and may be frequently exposed to outside weather conditions, high precarious places, confined spaces, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, vibration and other dangerous or physically demanding situations. The noise level in the work environment can range from quiet to very loud.

WORKING CONDITIONS

Exposure to daily weather changes include inclement weather, temperature changes and public pedestrian and vehicular traffic.

Exposure to material and equipment that requires specific and detailed safety physical injury to self and subordinates as provided in a standard body of safety rules and regulations.