

City of Algonac
Department of Public Works – 453 State Street
UTILITY I
Job Description
Pay Range: \$16.78 - \$20.97

General Statement of Duties

Full-time position installs, maintains and/or repairs city sewers, water mains, sidewalks, buildings and traffic signs. Operates a variety of vehicles and mechanical equipment, maintains city parks and performs related work as required.

Supervision

DPW Foreman.

Job Environment

- Hours are generally Monday – Friday, 6 a.m. until 2:30 p.m. but may vary.
- Half hour unpaid lunch
- Requires specific dress code including safety boots.
- Work is generally outdoors.

Typical Job Functions

To perform this job successfully, an individual must be able to perform each typical function satisfactorily. These examples do not include all duties which the employee may be expected to perform:

- Assist in construction, cleaning, maintenance and repair of drainage systems, roads, streets and bridges.
- Assist with maintaining traffic markings, erecting and repairing signage, painting lines and curbs.
- Wash, clean, fuel, lubricate and change oil in vehicles. Change and/or repair tires.
- Set up work zones in compliance with safety guidelines.
- Remove snow, salt roadways, parking lots, etc. using CDL & non-CDL vehicles and equipment.
- Sweep street, collect leaves and chip brush.
- Assist personnel with maintenance of city fields and city park areas.
- Clear storm damage debris.
- Pour cement and patch pavement.
- Assist water department personnel as needed.
- Assist with care of public swimming pool.
- General landscaping duties to include tree trimming, grass cutting, weed whipping, mulching, weeding flower beds and weed spraying.
- Remove trash from parks and municipal facilities as needed.
- Painting.
- Operation of hand tools, power tools, light equipment, light trucks and CDL vehicles.

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.

- Applicants must be at least 18 years old with a high school diploma or equivalent and a minimum 6 months experience in public works, landscaping, or maintenance work.
- Ability to establish and maintain good working relationships with the public, vendors and other employees.
- Must be able to operate backhoe, sweeper, sewer cleaner, air compressors and leaf vacuum.
- Must have ability to learn department specific software.
- Ability to participate in discussion and give instructions that can be understood by those listening.
- Minimum listening ability. Ability to hear customers, staff and others so that you can respond to their questions or instructions.
- Must be able to operate power tools like mowers, chain saws, air hammers and sprayers.
- Must be available to work overtime during emergencies and adverse weather conditions.

Licenses/Certificates

Must have and maintain a valid, non-restricted Michigan driver's license; a Class B CDL is required within 6 months of hire.

A S-4 distribution license is required and the S-3 will be required within two (2) years of date of hire.

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.

Frequent to moderate strenuous physical effort required to perform duties under variable conditions with some exposure to occupational risks. Occasionally may be required to push/pull objects weighing up to 100 pounds, occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stop, kneel, crawl, crouch, turn and twist. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. The employee is regularly required to talk and hear.

The City of Algonac does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.