

### Summary of Job Description

The position is in support of the Public Work Manager. This person will act as directed in the operation of the Water Distribution System, the Street System, Village Parks, Buildings and Grounds.

### Supervision received and exercised

The position is performed under the direction of the Public Works Manager.

### Duties

1. Maintenance of all streets and right-of-ways. Included is surface patching, repair, gravel shoulder repair, cutting of grass/weeds, removal of snow, salt/sand slippery areas, marking of parking spaces, traffic control markings.
2. Install and maintain guardrails, posts, traffic and street signage.
3. Sweeping of streets and public parking lots as necessary.
4. Maintain trees and shrubs in the Village right-of-ways, parks and cemetery.
5. Maintain and repair all catch basins.
6. Maintain the Village Park. Cut grass/weeds, remove leaves, remove snow/ice from sidewalks, repair/paint equipment, maintain tennis courts, trim trees, etc.
7. Maintain Village sidewalks.
8. Maintain Village buildings.
9. Maintain Village vehicles and ensure the safe and efficient operation of all department equipment used.
10. Perform the scheduled brush and leaf pickups.
11. Assist in cost saving measures in the department by obtaining approval before purchasing materials or equipment.
12. On call 24 hours a day for water breaks and problems, sewer backups, snow removal, and other miscellaneous complaints.
13. Maintain/empty trash barrels throughout the Village.
14. Assist with maintaining the water distribution system throughout the Village. Included is the repair of watermain leaks, installation and repair of water services in the street right-of-way, hydrant repair, watermain/service staking, investigate water complaints, read water meters, service shutoffs/turn-ons, replacement of meters, etc.
15. Understand principles of employee safety, follow generally accepted safety practices and report any accidents incurred.
16. Ensure the safe and efficient operation of all department equipment. Develop an equipment replacement program and create bid specification for all new vehicles and large equipment purchased.

17. Assist the Public Works Manager with the planning of infrastructure improvements.
18. Any additional duties that may be requested by the Public Works Manager, Village President and Village Council.
19. Cemetery: Assist in gravesite openings and closings and installing head stone foundations, lawn maintenance, road maintenance and any other duties associated with cemetery operations.

#### Summary of essential tasks

1. Must possess good vision, hearing and speech to be able to carry out paperwork and reports and to interact with the Council and the public.
2. Must be able to understand and read state, federal and local laws and codes that are applicable.
3. Must be able to type or computer input.
4. Must be able to analyze various functions and perform well under stressful conditions.
5. Ability to read and interpret blueprints and design standards.
6. Position requires the ability to lift loads up to approximately 100 pounds utilizing proper techniques. In addition, the position requires the ability to read, review, comment, and correct blueprints and bid documents.

#### Desirable qualifications for employment

- Thorough knowledge of the modern principles, practices and procedures of water distribution and sanitary collection as well as street maintenance.
- Thorough knowledge and awareness of the state and federal laws as they relate.
- Knowledge of the various laws that affect the Village of Climax.
- Ability to assist the Village President and Village Council on a needed basis.
- Ability to establish and maintain satisfactory working relationships with officials, employees and the general public.
- Ability to make effective oral and written presentation.
- At least two years in the water, sewer and street field.
- A valid CDL driver's license.
- Hold the appropriate water distribution system certification from the State of Michigan Department of Public Health.

**The job description does not constitute an employment agreement between the employer and the employee and it is subject to change by the Village Council as the needs or requirements of the job change.**

**Physical Requirements and Potential Hazards:**

The following identifies the physical demands and potential hazards typically encountered in this position. The information is a necessary part to ensure compliance with the Americans with Disability Act (ADA).

Descriptions:

- Not applicable:** Not required of the position.
- Non Essential:** Requirement is present but is not essential to the position.
- Occasional:** Occasional (up to 33% of working time) yet essential to the position.
- Frequent:** Between 34% and 66% of working time.
- Continuous:** Between 67% and 100% of working time.

ACTIVITY	NOT APPLICABLE	NOT ESSENTIAL	OCCASIONAL	FREQUENT	CONTINUOUS
Sitting				X	
Walking				X	
Standing				X	
Running			X		
Bending or Twisting			X		
Squatting or Kneeling				X	
Reaching Above Shoulder Level			X		
Climbing (i.e., ladders)			X		
Driving cars, light duty trucks				X	
Driving heavy duty vehicles			X		
Using foot controls			X		
Repetitive motion of hands and/or fingers			X		
Grasping with hand(s), gripping				X	
Lifting/carrying 10-15 pounds				X	
Lifting/carrying 26-50 pounds				X	
Carrying more than 50 pounds				X	
Pushing/pulling			X		
Work in or exposure to inclement weather			X		
Work in or exposure to cold weather			X		
Exposure to dust, chemicals and/or fumes			X		
Use of hazardous equipment			X		
Work at heights (reservoirs, etc.)			X		
Exposure to electrical current			X		
Seeing objects at a distance				X	
Seeing objects peripherally				X	
Seeing close work (i.e., typed material)				X	
Distinguishing colors				X	
Hearing conversations and/or sounds				X	
Hearing via radio or telephone				X	
Communicating through speech				X	

ACTIVITY	NOT APPLICABLE	NOT ESSENTIAL	OCCASIONAL	FREQUENT	CONTINUOUS
Communicating by writing and reading				X	
Distinguishing odors by smell				X	
Exposure to aggressive/angry people				X	
Respiratory protection needs			X		
Exposure to work in confined spaces			X		
Other (specify)					

job description physical abilities may vary