

VILLAGE OF SPRING LAKE JOB DESCRIPTION

PUBLIC WORKS OPERATOR

Supervised By: Day to day supervision provided by Foreman; overall department management provided by Director

Supervises: No supervisory responsibility

General Summary:

Under the supervision of the Public Works Foreman, performs a variety of maintenance, repair, and construction tasks associated with the Village's infrastructure including streets, sidewalks, utility systems, parks, grounds, buildings and facilities, equipment and fleet. Works as part of a crew or independently, operating a range of light and heavy equipment, vehicles, and tools.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. This is not an exhaustive list of duties which may be required. An individual in this position must be able to perform each essential function with or without reasonable accommodation.

1. **Streets, sidewalks, and related infrastructure:** Assists with the construction, repair and maintenance of streets, sidewalks, alleys, curbs, gutters, public parking areas, and related infrastructure. Applies asphalt patches, pours cement; lays out and paints street and parking lines; repairs and replaces street signage; seals cracks. Plows and removes snow, treats streets, parking lots and sidewalks for ice, cleans streets, sidewalks, and parking lots of leaves, trash, and debris.
2. **Utility systems:** Assists in operating and maintaining the Village's utility systems. Maintains sewer lift stations, water valves and hydrants; repairs and replaces pumps, motors, and related equipment. Assists in the construction, repair, and maintenance of manholes and catch basins, water lines and mains, and sewer lines. Installs and repairs water meters, troubleshoots leaks, and responds to service calls. Prepares meter reading equipment and reads water meters. Marks for MISS DIG.
3. **Building and facilities:** Performs custodial, carpentry, electrical, plumbing and related work to repair and maintain Village buildings and facilities, including Barber School. Sets up rooms for meetings or events.
4. **Parks and grounds:** Assists with maintenance of parks and grounds including mowing, trimming, pruning, chipping, and related work. Trims and removes trees and brush. Maintains and repairs sprinkler and irrigation systems. Repairs, paints, and otherwise maintains park equipment and facilities. Completes seasonal opening and closing work to prepare parking lots, winterize irrigation systems, restrooms, and related facilities, and chlorinate water system.
5. **Equipment operation and maintenance:** Operates a wide range of tools, equipment, and vehicles associated with Public Works operations, ranging from basic hand tools, to chain saws and mowers, to heavy trucks with plows and spreaders, bucket trucks, and backhoes.

Completes safety checks and performs preventive maintenance, minor repairs, and more advanced mechanical work including welding.

6. **Project set-up and clean-up:** Prepares work sites in accordance with safety policies and best practices, including traffic warning devices and signage, and appropriate safety practices related to excavation or confined space work. Organizes necessary supplies, materials, tools, and equipment, and ensures appropriate clean-up at the conclusion of the project, including cleaning and proper storage of tools and equipment, and return of unused supplies and materials.
7. **Seasonal projects:** Assists with set-up and removal of seasonal or holiday decorations and displays. Prepares for parades or other events by placing barricades and completing related tasks. Provides direction to county crews assigned to Village maintenance projects as needed.
8. **Storm clean up and special projects:** Assists in cleaning up following storms or other acts of nature. Completes special projects as assigned.
9. Interacts professionally and courteously with residents. Answers questions, provides information, and refers issues to the appropriate person or department.
10. Maintains records and maps, completes time sheets and work logs. Assists with locating Village infrastructure to create GIS maps.
11. Serves in an on-call capacity as assigned, and responds to off-hours calls including nights, weekends, and holidays as needed.
12. Performs related work as needed.

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. This is not an exhaustive list.

- Educational requirements include a high school diploma or equivalent.
- Previous experience in construction, utility operations, grounds, building/facility maintenance, or a related field is strongly preferred.
- A valid Michigan driver's license, satisfactory driving record, and the ability to maintain those throughout employment, are required.
- Ability to acquire a CDL within one year of hire is required.
- Ability to acquire an S-4 water license within two years of hire is required.
- Knowledge of safety practices involved in equipment operation and public works maintenance.
- Knowledge of the tools, materials and equipment used in the construction, repair, and maintenance of public infrastructure including utility systems, buildings and facilities.

- Skill in operating vehicles, equipment, and tools.
- Skill in masonry, carpentry, electrical, plumbing, welding, and mechanics.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, contractors, and the public.
- Ability to work effectively under stress, including emergency situations, and with frequent changes in work priorities.
- Ability to work non-traditional work schedules as operational needs demand, including nights, weekends, and holidays.

Physical Demands and Work Environment:

The physical demands and work environment 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.

This position is required to complete light to very heavy manual labor in an outdoor setting for most of each work day which includes considerable physical exertion for extended periods of time, sometimes in extreme weather conditions. This position also regularly spends time in a vehicle and working on or near light and heavy equipment which can be loud and extremely dangerous. This position is regularly exposed to dangerous machinery and equipment, dangerous worksites that include fumes, exhaust, hazardous materials, chemicals, and caustic substances, and active construction sites that can include confined work spaces, exposure to moving traffic, or extreme heights. This position is regularly required to work in these types of extreme and hazardous conditions with significant risk of injury. An employee in this position must have the strength, stamina, and physical abilities to work under these conditions.

This position is required to work beyond a normal work week, and may be required to work a non-traditional schedule that includes nights, weekends and/or holidays. This position is expected to be available on an on-call basis and must respond to emergencies that occur outside of normal business hours.