

**City of Caro
DPW Operator
Job Description**

Under the direct supervision of the Director of Public Works & Utilities, the DPW Operator provides general and skilled labor in support of a wide range of maintenance and repair projects for public works and public utility functions including the operation and maintenance of water treatment and distribution systems, wastewater collection, construction and maintenance of streets and alleys, construction and maintenance of sidewalks and paths, parks maintenance, city facilities maintenance and motor pool/equipment operations and maintenance and other related duties as assigned.

FLSA Status: Non-Exempt; AFSCME Member

Supervised By: Director of Public Works & Utilities

Supervises: None

POSITION SUMMARY:

The DPW Operator may be called upon to do any, or all, of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

1. Assists in the maintenance of City streets including the removal of roadside debris, cleaning storm drains, repairing potholes, shoulders, and driveway approaches, pavement striping, snow and ice removal, and the maintenance and repair of street signs and streetlamps.
2. Assists in the maintenance of City buildings and grounds including City offices, store rooms, Public Works garages, and City parks. Performs general cleaning, painting, minor repairs and trash removal. Performs landscaping duties including mowing, trimming, edging, weeding, planting, leaf collection, brush chipping, and tree trimming.
3. Assists in the maintenance, cleaning, and repair of all City vehicles, equipment, and tools. Keeps records of all maintenance work performed. Operates equipment as needed.
4. Participates in special projects such as special event preparation, holiday decoration placement and removal, and other projects as assigned.
5. Maintains accurate maintenance and repair records.
6. Responds to public inquiries constructively and refers complaints or complex issues to supervisors.
7. 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. Participates in safety training as necessary.

8. Attends seminars, and workshops as appropriate.
9. Responds to public works emergency situations. May be required to work outside of normal business hours in the event of an emergency or during snow season.
10. Assists with the repair and construction of water, wastewater and storm water systems.
11. Assists with the treatment and distribution of City water and the maintenance of water wells.
12. Performs other related work as required.
13. Will be required to work overtime on occasion and participate in department on-call rotation.

KSAs: (Knowledge, Skills, Abilities)

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.

1. Basic knowledge of the methods, procedures, and tasks associated with construction projects, infrastructure systems repair and maintenance, building and grounds repair and maintenance, and related safety procedures.
2. Basic knowledge of landscaping and grounds keeping practices, parks operations and procedures, and tree care and maintenance procedures.
3. Skill in the use of public services vehicles, light and heavy equipment, and tools and related implements used in public works operations.
4. Skill in construction, mechanical maintenance, and a basic understanding of electric circuitry and repair.
5. Basic skill in the use of standard office equipment, computers and related spreadsheet, database, word processing, and other related software.
6. Ability to perform a variety of construction, maintenance and repair tasks involving carpentry, electrical, plumbing, mechanical, and masonry skills.
7. Ability and willingness to participate in training programs and other professional development activities.

8. Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently.
9. Ability to critically assess situations and solve problems, communicate effectively, and work well under stress, within deadlines, and with changes in work priorities.
10. Ability to effectively communicate and present ideas and concepts orally and in writing.
11. Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, and other professionals.
12. Ability to travel to other locations and respond to emergencies on a 24-hour basis.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

13. The applicant should possess a high school diploma or equivalent and one (1) or more years of experience as a semi-skilled laborer in public works, utilities, general maintenance, construction or related field. *The City of Caro reserves the right to consider other combinations of education and experience, at its discretion.*

LICENSES/CERTIFICATION:

- Valid State of Michigan Vehicle Operator's License is required; Valid State of Michigan Commercial Driver's License, Class B with Airbrakes endorsement is required within one (1) year of hire.
- State of Michigan S-2 Water Distribution and D-2 Limited Treatment licenses are encouraged but not required
- Wastewater B License is encouraged but not required.

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 duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to work outside the office at various public works sites, including project and construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may encounter fumes, dust, chemicals or other hazardous materials, loud machinery and

equipment, confined spaces, and other dangers associated with public works operations, projects and construction sites.

COMPENSATION: Starting at \$15.41 per hour; Benefits include: Medical, dental, vision insurance, life insurance, STD/LTD, vacation, sick time, ten (10) paid holidays, deferred compensation ICMA 457, ICMA 401A Defined Contribution, clothing allowance, phone allowance and education reimbursement.

APPLICATION PROCESS: Qualified applicants should submit a City of Caro job application to City Manager Matthew Lane at City Hall (317 S. State Street, Caro, MI) or mlane@carocity.net by **November 26, 2021 at 5:00 PM.**

The City of Caro is an Equal Opportunity Employer and does not discriminate against any person because of race, sex, religion, color, national origin, age, ancestry, sexual orientation, disability, gender identity or any other legally protected class under local, state or federal law.