

**CITY OF CEDAR SPRINGS
JOB DESCRIPTION**

PUBLIC WORKS MAINTENANCE WORKER

Position Summary: Participates in a full range of construction, maintenance and repair activities associated with municipal infrastructure, including streets, sidewalks, buildings and grounds, cemetery, recreational sites, water system, sewer system and plant, motor/equipment pool and related functional areas.

Reports to: Public Works Superintendent, typically through Public Works Foreman

Supervises: Typically, there is no supervisory responsibility; except for part-time workers and occasional situations when supervisors are not available.

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Assists with water and sewer system maintenance and repair activities including mains, wells, pump or lift stations and related pumps and machinery. Performs checks, takes samples, and completes related system operation activities as assigned.
2. Participates in streets and sidewalk maintenance activities. Patches, completes small construction projects, cleans catch basins, removes and chips leaves, completes yard waste and brush pick-up and completes related tasks.
3. Plows snow, removes ice and completes other seasonal activities related to infrastructure maintenance.
4. Participates in building and facility maintenance activities. Paints, cleans, changes lights, completes basic carpentry, plumbing and electrical jobs, sets up rooms and completes related tasks.
5. Participates in grounds and parks maintenance activities. Mows, trims, chips, plants, maintains park benches, tables, playground equipment, bathrooms and other facilities, pick up trash and completes related tasks.
6. Participates in cemetery maintenance and related activities. Mows, trims, plants, maintains benches and other items, opens and closes graves, pours foundations and completes related tasks.
7. Participates in fleet maintenance activities. Performs preventative maintenance on vehicles, equipment, tools and related items and sees that they are in good repair. Coordinates maintenance and repair work completed by outside vendors.

8. Assembles and installs new equipment. Completes welding, fabrication and mechanical repair projects within area of expertise and abilities.
9. Oversees and participates in setting up holiday decorations and other special events.
10. Operates all light and heavy equipment and related tools and machinery utilized in completing assignments related to public works functions.
11. Keeps records related to jobs performed, materials and equipment utilized and other information as needed. Completes related administrative tasks as assigned.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- High school diploma or equivalent; additional training in construction, mechanics, a skilled trade, or related field is preferred.
- A valid State of Michigan Commercial Driver's License (CDL) with the designations appropriate for the City's fleet, a satisfactory driving record, and the ability to maintain one throughout employment.
- Previous experience in infrastructure construction and maintenance or a related field is preferred.
- Ability to and interest in obtaining State of Michigan Water Licenses is preferred.
- Knowledge of the standard practices and procedures associated with municipal projects and maintenance activities, including safety considerations.
- Knowledge of the materials, equipment and safety procedures associated with municipal public works activities.
- Skill in the operation of all public works equipment, including light and heavy equipment.
- Skill in maintaining vehicles, equipment and tools.
- Ability to work constructively and interact professionally with others.
- Ability to participate in on-call rotation and respond to public works emergencies outside of normal business hours.

Physical Requirements 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 job.

An employee in this position spends the majority of their time in the field at various public works project sites, well sites and pump or lift stations. 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 or plant settings.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the sites described above and complete heavy physical labor, including heavy lifting and extreme physical exertion, and must have the vision capabilities and manual dexterity needed to operate heavy equipment. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather.