

DPW General Maintenance Worker

Hours: Normal hours 7:00 am-3:30 pm M-F (Overtime as required)

Salary: Hourly – Set by Board of Trustees – based on knowledge and Experience.

Job Summary:

Reports to the Lead Person of the DPW Department. Performs many functions as related to the Township's water/ sewer system, recreation areas, cemetery, Township's buildings and equipment. Possesses the ability to operate heavy equipment and minor equipment as it relates to performing his/her job duties.

Job Experience and Education:

Minimum High School Graduation. Any additional schooling a plus. 1-3 years of experience in working with equipment as it relates to water/sewer lines. Valid Michigan Driver's license is required plus the appropriate Commercial Drivers License (CDL).

Job Duties and Responsibilities:

1. Assists in the maintenance/repair and development of the Township sewer/water system, recreation areas, buildings/grounds, vehicles, and cemetery infrastructure.
2. Monitors pump stations and master water/sewer meters.
3. Monitors the hydrosphere and responds when dialer indicates a problem.
4. Removes snow and ice around township's infrastructure and buildings.
5. Attends safety workshops, seminars as appropriate for the position.
6. Performs routine supervision in the DPW in the absent of the Lead Person. All other major matters will be brought immediately to the Township Supervisor.
7. Mows grass, rakes grounds, and does brushing as required on Township property as well as the Forest Hills Cemetery.
8. Reads monthly and installs garden and residential water meters.
9. Purchases supplies for the department utilizing a signed purchase order.
10. Requires prolonged standing, bending, stooping and stretching. Also requires working in confined spaces, outdoors during all seasons and weather conditions, lifting heavy supplies and equipment.
11. Works in a safe manner not endangering yourself or others and be knowledgeable of OSHA rules concerning safety issues.
12. Other duties as assigned. The above list is intended to describe the general content of and the requirements of the performance of this position. It is not to be construed as an exhaustive statement of duties or responsibilities for this position.