

Position Description
Charter Township of Portage
Department of Public Works (DPW)
General Maintenance Worker

Hours: 40 Hours weekly, 7:00 am-3:30 pm., M-F (Overtime, Call-Out and Weekend hours as required, Overtime must be pre-approved).

Pay/Classification: Hourly, Non-exempt. Based on qualifications and prior experience and established by the Board of Trustees.

Benefits: Group Health Insurance, Pension, Vacation, Holiday Pay, & Sick Days.

Job Summary: Reports to the Lead Person of the DPW. Performs functions as related to the Township water/sewer system, recreation areas, cemetery, buildings, and equipment. Able to operate heavy and minor equipment. Assists with EGLE water quality testing and sample submittal. Outdoor environmental conditions require prolonged standing, bending, stooping, stretching and working in confined spaces during all seasons/weather conditions and lifting heavy supplies and equipment.

Minimum Qualifications: High School graduate or GED. Any additional schooling a plus. 1-3 years of DPW type experience working with heavy equipment addressing water and sewer line repair and installation. A valid Michigan Drivers license or CDL – Class B license or the ability to obtain a CDL within one year. Welding certification or previous job experience a plus.

Job Duties and Responsibilities:

1. Assists in the maintenance/repair and development of the Township water/sewer system, recreation areas, buildings/grounds, vehicles, and cemetery facilities.
2. Monitors pump stations and master water/sewer meters.
3. Monitors the hydrosphere and responds when the dialer indicates a problem.
4. Removes snow and ice and maintains safe winter conditions around Township properties.
5. Performs routine daily supervision of the DPW staff in the absence of the Lead Person, and communicates major facility problem matters immediately to the Township Supervisor.
6. Mows grass, rakes grounds, and does brushing as required on Township property.
7. Installs remote read water meters and curb stop shutoff valves at new services.

8. Electronically reads residential /commercial meters and reports results for billing.
9. Possess the ability to check e-mail inquiries and communicate via e-mail.
10. Purchases supplies for the department in accordance with Township purchase order, (P.O.) policies.
11. Works in a safe manner not endangering self or others and follows OSHA and MIOSHA rules for grounds maintenance and safe equipment operation. Attends training/safety courses as required.
12. Reports time and equipment usage bi-weekly on Township Time Card.

The above list is intended to describe the general content of and the requirements of the performance for this position. The afore mentioned list is not to be construed as an exhaustive statement of all duties, responsibilities or requirements for this General Maintenance Worker position.

Recommended by the Personnel Committee on ____ day of _____, 2024.

Approved by the Township Board on ____ day of _____, 2024.

*The Charter Township of Portage is an Equal Opportunity
Provider and Employer*