

CHARTER TOWNSHIP OF GRAND BLANC JOB DESCRIPTION

Title: Service Technician

Department: Public Works

FLSA: Hourly, Non-Exempt

Union Affiliation: AFSME Chapter W

General Summary:

Under the supervision of the Director of Public Works or a higher classified employee, the primary job functions are to maintain and repair the Townships water and sewer infrastructure, buildings, grounds, equipment, and perform snow and ice removal on Township streets throughout the winter months. This work requires physical strength and effort on a daily, routine basis. The employee will be called upon for their services at all times of the day and night including weekends and holidays. Duties include operating heavy and light equipment, vehicles, power tools and the use of manual labor to perform task.

Qualifications:

Education: High School diploma required; technical training in a related field preferred.

Experience: 1 to 3 years in a public works environment or a closely related field.

Special Requirements:

State of Michigan Class A CDL (Or the ability to obtain one)

State of Michigan S-3 or higher Water Operator Certification (Or the ability to obtain one)

Must maintain compliance with DOT Drug and Alcohol policies at all times

Necessary Skills and Capabilities:

- Operating heavy and light equipment including backhoes, excavators, loaders, generators, dump trucks, trailers, and other specialty equipment.
- The Ability to operate power tools and hand tools.
- Proficient on a job site knowing what tools are needed for what job; what warning signs and barricades should be placed where; what equipment to use in what situation; and maintaining a safe working environment for all co-workers and the public at large.
- Ability to use a computer and related software such as Windows operating system and Microsoft office applications.
- Ability to read blue prints, take measurements, write reports, fill out paperwork, submit work orders and send emails.
- Effective communication skills both orally and written with supervisors, co-workers, residents, customers, contractors, suppliers and all others which may be encountered.
- The ability to work with others: be diplomatic, respectful, professional and kind to everyone encountered throughout the work day.

Necessary Skills and Capabilities (Cont.):

- The ability to meet the physical and emotional demands of a position which continuously changes in responsibility, function, and environment.
- Using skills to attend to the needs of the public, responsibility to Administration and Supervisor, and applying appropriate techniques.
- Follow oral and written instructions accurately and in a timely manner.
- Uses eyes, hands, ears, and fingers to handle equipment and supplies to fulfill job responsibilities.
- Adapts to changes or additions in job responsibilities and able to handle more than one function at a time.
- Ability to work effectively under stress, with changes in work priorities and in emergency situations.
- Ability to establish effective working relationships, use good judgment, initiative, and resourcefulness when dealing with other employees and the public.

Duties:

- 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.
- Represents the Department of Public Works by establishing and maintaining effective relationships with the public and other employees. Responds to public inquiries and refers complaints to the appropriate parties.
- Maintains the Township's water and sewer distribution systems and appurtenance which including but not limited to water and sewer mains, manholes, valves, hydrants, pumps, motors, water towers and tanks, booster stations, sewage pump stations, water meters and meter reading equipment, etc.
- Operates a variety of heavy equipment during the maintenance and repair of the townships water and sewer infrastructure including but not limited to a backhoe, excavator, loader, skid steer, sewer jet truck, CCTV equipment, tractors, generators, trailers, etc.
- Conducts inspections of all new sewer and water mains and lead installations and investigates complaints as assigned.
- Sets up signs and traffic warning devices on construction sites to protect workers by stopping, slowing and directing traffic. May act as a flagger when other employees are working on streets.
- Participates in the cleanup work of work projects such as picking up debris and leftover materials, filling and excavating holes and ditches, laying sod and removing any extra dirt and materials.

Duties (Cont.)

- Performs basic building maintenance and repair activities, which includes minor electrical, plumbing work and general repairs on Township buildings and facilities, and general cleaning not performed by contractual custodians.
- Performs grounds maintenance not performed by contractual grounds keepers as needed.
- Observes vehicles and equipment for faulty operation, calling such conditions to the Supervisor's attention to schedule repairs. Performs routine and preventative maintenance and repairs on equipment as needed.
- Removes snow from around Township owned facilities in winter, plowing parking lots, and opening sidewalks to keep cement and pavement free from ice.
- Operates truck with plow to plow snow and spread salt on township streets as called upon by the Director of Public Works, higher classified employee, or another Township Official.
- Operates utility and dump truck to transport necessary materials, loads and unloads vehicles with a variety of equipment, tools and materials to be used for maintenance, repair and construction activities.
- Completes work orders on a daily basis documenting time, labor, equipment, and materials used to complete a task.
- May operate Township vehicle, serving as courier, running errands, obtaining or delivering various materials and/or information.
- Performs other duties as needed and assigned due to excessive workloads, temporary absences or emergencies.
- Responds to emergencies and is available on stand-by basis, at night or on weekends or holidays, as operational needs demand.
- Employee will participate in the DPW Technician "On-Call" rotation.

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

An employee in this position spends the majority of their time in the field at various public works project sites. 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 and public works maintenance activities.

Physical Demands and Work Environment (cont.):

While performing the duties of this job, the employee is regularly required to communicate with others, in person and by radio and travel to other location. The employees' environment can range from an office or garage setting to highly precarious situations, including accessing confined spaces. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertions associated with completing public works projects requiring pulling, pushing, lifting and other forms of physical exertion. Employees are frequently required to lift up to 75 lbs. to their waist and 25 lbs. above head.

The employee is frequently required to use sight, physical strength and manual dexterity to complete projects and may be frequently exposed to outside weather conditions, high precarious places, confined spaces, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, vibration and other dangerous or physically demanding situations. The noise level in the work environment can range from quiet to very loud.

Work Environment:

Work is performed in a variety of weather conditions surrounding road, water and sewer environment and equipment during the day or night time hours. The employee could also be assigned to work inside in either a garage/work area or an office setting. The employee could be asked to work on top of a water tower or tank several hundred feet in the air. Work is also performed in close confinement such as manholes and 6-7 foot cylinders that could be 45+ feet deep in the ground.

Performs all other duties as assigned by supervisors

**The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*