



## POSITION DESCRIPTION

**Position:** Maintenance Specialist  
**Supervised By:** Public Works Superintendent  
**Supervises:** None generally. May exercise supervision over temporary, or other staff, as assigned.  
**FLSA Status:** Non-Exempt  
**Status:** Full Time, At-Will

### **General Summary**

Provides skilled and semi-skilled manual labor and equipment operation work in the maintenance, repair and/or construction of City public works, parks, water and sewer facilities under the direction and supervision of the Public Works Superintendent.

This full time position involves frequent overtime for emergency and/or scheduled work. Employee is also required to participate in an on-call rotation December through April.

### **Essential Duties and Responsibilities**

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Participates in various aspects of maintenance and repairs of the water distribution system including, but not limited to, installation; cuts, fits, lays, repairs, taps, cleans and flushes numerous size water lines; performs valve and fire hydrant maintenance, repair & installation; meter installation, reading and repair.
2. Assists with maintenance, repair & installation of sanitary and storm sewer collection system components, which will include routine cleaning of catchbasins, manholes & sewer lines, building manholes, and repairing drainage areas, etc.
3. Conducts various aspects of street maintenance and construction including, but not limited to, snow plowing & removal; asphalt and cold patch repair; concrete curb, sidewalk and structure repair; road shoulder mowing and maintenance; utility line locating; sign installation; proper use of barricades and road closure equipment, etc.
4. Learns equipment operation and terminology of materials used in various aspects of the job.
5. Performs seasonal jobs such as brush & leaf pickup, sidewalk snow plowing, Christmas lighting, etc.
6. Maintains daily activity and inventory records when necessary.
7. Becomes familiar with the Miss Dig System and participate in the locating of City owned utilities as well as contacting the appropriate sources of gas, electric, cable and fiber optic prior to excavation.
8. Takes part in maintenance of City buildings, grounds, parks and cemetery when necessary.
9. Assists in the operation of City parks including, but not limited to, preparation of athletic fields and courts for competition and assisting in the safe operation and repair of playground equipment.
10. Performs routine inspection, preventive maintenance, cleaning, storage of equipment and tools while reporting defects or needed repairs to supervisor or appropriate group leader.

11. Performs all duties in conformance with appropriate safety and security standards.
12. Takes part in training when required.
13. Occasionally assists other City departments, including the operation or maintenance of the City's water and waste water plants, Police, Fire, etc.
14. Operates a variety of power construction and maintenance equipment used in maintenance, repair, and operation of water, sewer, streets, parks and cemetery.

**Tools and Equipment Used:** Employee will use vehicles and equipment including, but not limited to, snowplow, dump truck, backhoe, leaf vac, pickup truck, rollers, graders, power shovel or gradall, lawn mower, etc. Various hand tools used include compressors and air operated tools like a jack hammer, chain saws and other power tools, plate compactor, pumps, generator, locating devices, shovels, wrenches, etc.

### **Required Minimum Qualifications**

Education and Experience:

1. A high school diploma or a combination of a GED, training and experience is required.
2. Three (3) years of related experience in construction, maintenance or repair. Experience in public works is preferred.
3. Must possess and maintain a current and valid Michigan Motor Vehicle Operator's license along with a Class "B" CDL with airbrake endorsement.
4. Michigan S-3 Water Distribution Certification is desired.

Necessary Knowledge, Skills, and Abilities:

Work involves performance of manual tasks requiring some skills or special knowledge acquired through experience. Work is performed under supervision and is reviewed through inspection, while in progress and upon completion, for quality and results obtained or through a review of reports submitted.

1. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
2. Skill in operation of some of the listed tools and equipment;
3. Ability to perform heavy manual tasks for extended periods of time;
4. Ability to practice and promote a safe work environment;
5. Ability to communicate effectively verbally and in writing;
6. Ability to establish and maintain effective, positive working relationships with employees, supervisors, other departments, officials, and the public;
7. Ability to understand and carry out written and oral instructions.

### **Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to hot or cold, wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

**Application**

The duties listed above are intended only as illustrations of the various types of work that may be performed. This description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.