

**CITY OF BAD AXE
JOB DESCRIPTION**

UTILITY WORKER

POSITION SUMMARY

Performs a variety of public works maintenance and semi-skilled duties which encompasses the City water system, wastewater system, streets, sidewalks, parks and buildings. Operates and maintains light and heavy equipment and a variety of vehicles and performs related work as required.

REPORTING RELATIONSHIPS

Verbal or written assignments are made on a daily basis by the Public Works Director. Work may be checked in process and upon completion by visual inspection or a written report.

FAIR LABOR STANDARDS ACT (FLSA) STATUS: Non-exempt

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. Performs a variety of manual and semi-skilled duties related to the operation and maintenance of city streets and sewers.
 - a. Digs holes, cleans sewers, catch basins and manholes and alleviates flood conditions.
 - b. Repairs and patches holes and ruts in city streets and sidewalks.
 - c. Plows snow and salts city streets.
 - d. Trims trees, cuts grass.
 - e. Re-sods grass and lawns affected by repair installations.
 - f. Re-cements areas affected by repairs to sewers and storm systems.

2. Operates and maintains a variety of vehicles and mechanical equipment.
 - a. Operates truck, mower, backhoe, sewer jet, grader and front loader.
 - b. Operates chain saw, jack hammer, cement mixer and cherry picker.
 - c. Lubricates equipment, changes and repairs tires.
 - d. Maintains equipment operation and maintenance records.
 - e. Changes oil and greases such equipment.
 - f. Changes blades on plows.

3. Assists with the repair and maintenance of the water distribution system.
 - a. Operates equipment to locate and repair breaks.
 - b. Digs trenches and fixes pipes.
 - c. Investigates complaints.
 - d. Repairs service lines.

- e. Repairs stop boxes.
 - f. Pumps hydrants.
 - g. Repairs and maintains water tower.
4. Performs related duties as required.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the ideal; the City may consider equivalent combinations of experience, training, formal education and other factors.

- High School diploma or the equivalent.
- One or more years of previous experience in vehicle operation, public works maintenance and street repair or a related field.
- A valid Class B State of Michigan Commercial Driver's License (CDL) with the endorsements appropriate to operate the vehicles and equipment within the city's fleet.
- A satisfactory driving record and the ability to maintain one throughout employment.
- State of Michigan "S" license and/or additional training in a related trade is preferred.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

The requirements listed below are representative of the knowledge, skills and abilities required to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Knowledge of safety precautions and best practices.
- Knowledge of the practices, methods, tools and equipment used in constructing, maintaining and repairing city infrastructure, utility systems and facilities.
- Knowledge of city policies and departmental procedures related to public works operations.
- Skill in operating department equipment and vehicles.
- Ability to work constructively and interact professionally with others.
- Ability to work effectively under stress and in emergency situations.
- Ability to maintain accurate logs and work records.

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 performing moderate to very heavy physical labor at outdoor work sites, including work in confined spaces or very high work sites such as a water tower, as well as dangerous construction sites or plant/facility settings.

These work sites typically involve walking over treacherous terrain, climbing up or crawling down to access the site, and may involve fumes, dust, toxic chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with public works and plant operations. Work is performed outdoors in all types of weather conditions including extremely adverse and dangerous conditions.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the varied work sites described above, and must have the physical capacity to participate in extremely heavy physical labor for extended periods in all types of conditions.