

**CITY OF ALMA
JOB DESCRIPTION**

UTILITY WORKER

Supervised By: Public Works Superintendent
Supervises: No supervisory responsibility

Position Summary:

Under the general supervision of the Public Works Superintendent, operates light and heavy equipment and provides general and skilled labor in support of a wide range of maintenance and repair projects including City streets, sewers, facilities, and related work.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Constructs, repairs and maintains streets, sidewalks, medians, curbs, gutters, manholes, and related areas.
2. Applies hot and cold patching, seals cracks, and completes overlays. Paints pavement markings and erects, repairs and replaces street signs and streetlights. Maintains street-lighting systems.
3. Performs routine maintenance, repair, and construction activities tasks related to City buildings and facilities including painting, carpentry, plumbing, mechanical, electrical, roofing, and concrete work. Participates in new construction and remodeling activities.
4. Performs routine grounds, parks, cemetery, and airport maintenance activities including mowing, edging, planting, fertilizing, litter and trash removal, tree trimming and removal, digging and filling graves, storm clean-up, and other tasks as required.
5. Constructs, repairs, and maintains City sewer lines, storm drains, catch basins, and related areas. Assists with main breaks and other utility repair tasks as necessary.
6. Performs snow removal, salt, and sand applications on City streets and sidewalks, municipal drives and parking lots, and the cemetery. Assists with leaf and debris pick-up, and related landscaping duties.
7. Performs basic preventive maintenance and repairs on a variety of equipment and tools including cleaning, greasing, and oiling. Records preventive maintenance activities according to established procedures. Assists with inventory of supplies, tools and equipment as assigned.
8. Operates vehicles and trucks of various sizes and weights, a full range of utilities equipment, and other hand or power tools associated with construction and maintenance projects. Hauls, loads and unloads materials, supplies, and debris associated with streets, utilities, and parks projects.
9. Completes special projects such as spring clean-up, festival preparations, holiday decoration placement and removal, parades, elections, and others as assigned.

10. Provides support to other public works and utilities departments as operational needs demand. Operates all related vehicles, tools, and light and heavy equipment as necessary.
11. Maintains accurate project performance reports, materials usage, and maintenance and repair records.
12. 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. Participates in safety training as necessary.
13. Responds to public inquiries constructively and refers complaints or complex issues to the Public Works Superintendent. Represents the department in a positive manner.
14. Responds to public works emergency situations. May be required to work outside of normal business hours in the event of an emergency or during snow season.
15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

- High school diploma or equivalent.
- One or more years of experience as a semi-skilled laborer in public works, utilities, general maintenance, or related field.
- State of Michigan Commercial Driver's License (CDL) with the ability to obtain the appropriate endorsement(s), a satisfactory driving record, and the ability to maintain one throughout employment.
- Substantial knowledge of the methods, procedures, and tasks associated with construction projects, infrastructure systems repair and maintenance, building and grounds repair and maintenance, and related safety procedures.
- Knowledge of landscaping and grounds keeping practices, cemetery operations and procedures, and tree care and maintenance procedures.
- Skill in the use of public services vehicles, light and heavy equipment and tools, and related implements used in public works operations.
- Skill in construction, mechanical maintenance, and a basic understanding of electric circuitry and repair.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, the media, and the public.

- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to travel to other locations and respond to emergencies on a 24-hour basis.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

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 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 travel to various locations within the City and work outdoors, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate vehicles, hand and power tools, and heavy equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually quiet to moderate, and may be loud in field situations.

While performing the duties of this job, the employee is frequently required to communicate with others in person and on the phone and on a two-way radio. The employee must regularly lift and/or move items of moderate to heavy weight.