

**CITY OF GRANT
JOB DESCRIPTION**

DPW SPECIALIST

Class Title: DPW Specialist

Department: Public Works

Supervised by: DPW Supervisor

Date: May 12, 2017

GENERAL DESCRIPTION

The DPW Specialist is expected to perform a variety of operation, repair, maintenance, and replacement of water, sewer, street, and storm drainage infrastructure and other public lands and facilities. The DPW specialist must also have experience with heavy equipment regarding excavating and dump/plow trucks.

SUPERVISION RECEIVED

The DPW Specialist is under the general supervision of the DPW Supervisor.

SUPERVISION EXERCISED

The DPW Specialist may exercise supervision over other part-time/full-time DPW employees with given consent and direction of the DPW Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The DPW Specialist is expected to perform these related tasks:

1. Streets, Curbs, & Sidewalks: Completes projects involving moderate to heavy physical labor and light and heavy equipment operation including patching, painting/stripping, street sweeping, plowing, salting, and leaf and brush pick up.
2. Traffic Control and Related Signage: Places and removes temporary and permanent signs and barricades, participates in pavement markings and painting.
3. Parking Lots: Assists in patching, painting/stripping, sweeping, plowing, salting, leaf pick-up, and other construction and maintenance activities.
4. Parks & Grounds: Completes trash pick-up, mowing, trimming, planting, weeding, tree trimming, tree and brush removal, planting, and related activities.
5. Building & Facilities: Completes custodial work including cleaning all public facilities and collecting trash in all public locations, other general maintenance, light plumbing/electrical/carpentry, painting, and associated tasks. Sets up rooms and facilities for meetings and events.
6. Motor/Equipment Pool: Completes basic maintenance and repairs on City equipment and vehicles; including oil changes, grease and lubrication of parts, change lights, and related tasks. Documents preventative maintenance results and other work in established logs and alerts supervisor to repair needs.

7. Water, Storm Sewer, and Sanitary Sewer Systems: Participates in storm drain cleaning, repair, and construction. Assists the Water and Sewer Dept in maintaining the water distribution and sewer collection systems.
8. Special events and Seasonal Activities: Assists with decorations, event set-up, traffic control, signage, banners, and related items.
9. Works with citizens to solve problems and answer questions.
10. Responds to public works emergencies, including those which occur outside of normal business hours.
11. Maintain accurate written and computer records as required.
12. Performs other duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from accredited high school or GED equivalent;
- b. Two years (2) years of related experience; or
- c. An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- a. Thorough knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- b. Ability to guide, direct and motivate subordinate employees;
- c. Ability to effectively plan, organize, implement maintenance, operation and construction activities undertaken by the Department of Public Works;
- d. Ability to work safely;
- e. Ability to communicate effectively verbally and in writing;
- f. Ability to establish and maintain effective working relationships with employees, other departments and the public;
- g. Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS AND/OR CERTIFICATIONS

The DPW Specialist shall possess or obtain within 2 years adequate licensing for the water distribution and treatment facilities. If certifications are not obtained, employee will be discharged and understands this as a condition of employment with the City.

- A valid Michigan Commercial Driver's License (CDL).
- DEQ water distribution certification at the level appropriate for the City's population and treatment process (Presently a S-4 level).
- DEQ water treatment certification at the level appropriate for the City's population and treatment process (Presently a D-3 level.)

PHYSICAL DEMANDS

The physical demands of this classification as described herein 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 and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must occasionally lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (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.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to 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 in the field is usually loud and moderately quiet in office settings.

OVERVIEW OF POSITION DESCRIPTION

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job 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.