



Village of Edmore

Job Description

Department of Public Works Laborer (Full Time)

Supervised By: Department of Public Works Supervisor

Compensation: \$12.50 – \$15.50 Depending on Qualifications, \$0.50 wage increase after the first and second year. \$1.00 wage increase per water and sewer certification, Paid time off, excellent benefits.

Position Summary:

Under the direct supervision of the Department of Public Works Supervisor, participates in all public works projects, maintenance, and assignments. Performs general labor in support of public works operations and grounds maintenance, and operates a wide range of associated equipment.

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. Streets/Sidewalks/Parking Lots: Completes projects involving moderate to heavy physical labor and light and heavy equipment operation including patching, repair, painting/stripping, street sweeping, plowing, salting, and leaf and brush pick up.



2. Traffic Control: Places and removes temporary and permanent signs and barricades, participates in pavement markings and painting.
3. Parks & Grounds: Completes mowing, trimming, planting, weeding, tree trimming, chipping, tree and brush removal, planting, and related activities.
4. Building & Facilities: Completes custodial work including cleaning public facilities, other general maintenance, light plumbing/electrical/carpentry, painting, and associated tasks.
5. Motor/Equipment Pool: Completes basic maintenance and repairs on Village equipment and vehicles; including oil changes, grease and lubrication of parts, change lights, and related tasks. Assists with more advanced repairs, welding, and metal fabrication as knowledge and expertise allows. Documents preventative maintenance results and other work in established logs and alerts supervisor to repair needs.
6. Water, Storm Sewer, and Sanitary Sewer Systems: Participates in storm drain cleaning, repair, and construction. Assists in the maintaining, cleaning, repair, and construction of the water distribution and sewer collection systems. Typical work includes assisting in repairing water main breaks.
7. Special events and Seasonal Activities: Conducts and/or assists with displaying decorations, event set-up, traffic control, signage, banners, and related items.
8. Maintain accurate written and records as required.
9. Operates vehicles of various sizes and weights in the loading, hauling and unloading of equipment, materials and supplies, as assigned.



10. Operates construction equipment and other equipment utilized in street and sidewalk maintenance including, backhoe, dump truck, grader, snowplow, street sweeper, and other types as assigned.
11. Operates power equipment associated with landscaping and other grounds maintenance such as mowers, trimmers, chippers and other equipment as assigned.
12. Responds to public works emergencies, including those which occur outside of normal business hours.
13. Available for scheduled after hours work.
14. On-call every third week.
15. Performs other duties 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.

- Educational requirements include high school diploma or the equivalent.
- Experience requirements include one or more years of work experience in fields of public works, maintenance, construction, trades, farming, or related.
- The ability to obtain EGLE Drinking Water and Waste Water certifications within two years of employment.



- Knowledge of safety procedures and precautions involved in equipment operation and maintenance work.
- Basic knowledge of the tools, materials and equipment used in the repair and maintenance of streets, buildings, infrastructure, and grounds.
- Basic skill in the operation of assigned vehicles, equipment and power tools.
- Basic ability to perform a variety of basic maintenance tasks involving carpentry, electrical, plumbing, and mechanical.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, public, contractors, regulatory agencies, and Village officials.
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to work effectively under stress, changes in work priorities, and in emergencies.

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 stand and walk. The employee frequently is required to use hands to handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move items ranging from light to very



heavy in weight. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

While performing the duties of this job, the employee's environment can range from vehicle operation to work intensive construction projects. The employee is regularly exposed to moving mechanical parts and/or heavy equipment, outside weather conditions, and vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment ranges from moderate to very loud. The employee is required to do all of this in the every type of weather conditions, including extremely adverse weather conditions, extreme heat and severe cold weather.

The Village of Edmore is an equal opportunity provider.