

Village of Holly

Department of Public Works Part-Time Laborer

GENERAL SUMMARY

NATURE OF WORK

Responsible for performing various tasks associated with the maintenance of Village utilities and property, the delivery of public services to village residents and the operation of the Department of Public Works.

SUPERVISION RECEIVED / EXERCISED:

Under the direct supervision of the Department of Public Works Director and the Class A and B operators on job sites.

ESSENTIAL DUTIES

(Fulfillment of these requirements is the continuous responsibility of the employee)

1. Perform standard and special maintenance on Village equipment as needed and directed.
2. Perform routine inspections and sampling as directed and required.
3. Perform tasks as DPW Laborer as directed by Public Works Director.
4. Operate specialty equipment including: sewer jettors; street sweepers; snow plows; and, other pieces of Village equipment.
5. Respond to emergency maintenance calls as needed.
6. Climbing stairs and ladders in order to perform inspections and other relevant maintenance.
7. Ability to stoop, kneel, crouch, and crawl in order to conduct inspections and maintenance.
8. Ability to drive heavy machinery and large trucks.

9. Ability to do extensive walking, standing, and other physical tasks in inclement weather and hot or cold temperatures.
10. Ability to work around hot asphalt, wet cement, and other aggregate products.
11. Ability to lift 100 pounds or more and/or lift awkwardly shaped and sized objects.
12. Ability to use, operate, and control all Village equipment and machines.
13. Ability to enter and function within confined spaces and potentially toxic situations.
14. Perform related duties as needed or required.
15. Maintain buildings and grounds owned and operated by the Village.

ENVIRONMENTAL CONDITIONS

1. Exposure to wastewater.
2. Exposure to methane gas and other toxic gases and fumes.
3. Exposure to chemicals used in treating wastewater or water.
4. Walking and driving on slippery surfaces.
5. Exposure to various weather conditions for extended periods of time.
6. Exposure to hot tar, gasoline, diesel fuel, and other petroleum products.
7. Working in and around falling trees, power lines, and other potentially hazardous situations.
8. Working in and around traffic in various weather conditions.

DESIRABLE KNOWLEDGE, SKILLS & ABILITIES

A general familiarity of DPW department operations and services used and provided by the Department of Public Works.

General knowledge of pumps, motors and filter systems.

Ability to establish and maintain effective working relationships with supervisors, peers and citizens.

Small engine and equipment knowledge and repair ability.

MINIMUM QUALIFICATIONS

Education: High school diploma required.

Experience: Two or more years of public utility experience preferred.

Other requirements: Possession of a valid driver's license, with no current points for civil or misdemeanor violations. Ability to obtain a CDL B endorsement.

Ability to pass pre-employment physical and drug screen

APPROVED: _____
Village Manager

EFFECTIVE: _____