



Public Service Department Skilled Laborer

Employer

Charter Township of Union, Michigan

Closing Date

May 10, 2024

Compensation

Pay Scale: \$21.33/hour - \$23.47/hour (mid-point)

Work Hours

Full-time: Monday – Friday 8:00 a.m. – 4:00 p.m., Weekends/Overtime as needed

Benefits

MERS 401(a) Defined Contribution Retirement Plan, 457 Plan, BCBS Health Care, Dental, Life/LTD, Vision, Section 125 Flex Medical & Dependent Care Reimbursement, Paid Holidays, Paid Vacation, Sick & Personal Leave

Description

The Charter Township of Union is seeking an energetic, and team-oriented individual to join its Public Services Department team as a full-time Skilled Laborer. This position is under the supervision of the Public Works Foreman. An individual in this position functions as a laborer and skilled public works technician in the performance of tasks in support of the water and sewer systems and Township properties. Performs maintenance and repairs that are both routine and of an emergency nature. Installs system components, reads and replaces meters, performs landscaping tasks and snow removal and performs various preventive maintenance tasks requiring equipment use and/or manual labor.

Requirements

Education equivalent to completion of twelfth (12th) grade diploma. Two or more years experience as a semi-skilled laborer and/or equipment operator in a public works-related field ideally in the maintenance and installation of water distribution and wastewater collection system lines and components. Ability to respond to public works emergencies 24 hours a day, 7 days a week. Valid driver's license and safe driving record required.

To Apply

Submit completed application, cover letter, and resume to: Kim Smith, Public Services Director, Charter Township of Union, 5228 South Isabella Road, Mount Pleasant, MI 48858, or email ksmith@uniontownshipmi.com. Applications and position information can be found on the Township's website:

<http://www.uniontownshipmi.com/Departments/HumanResources/EmploymentOpportunities.aspx>

"The Charter Township of Union is an equal opportunity provider, and employer."

**CHARTER TOWNSHIP OF UNION
JOB DESCRIPTION**

SKILLED LABORER

Supervised By: Public Works Foreman

Supervises: No supervisory responsibility

Position Status: Regular, Full-Time

FLSA Status: Non-exempt

Position Summary:

Under the supervision of the Public Works Foreman, functions as a laborer and skilled public works technician in the performance of tasks in support of the water and sewer systems and Township properties. Performs maintenance and repairs that are both routine and of an emergency nature. Installs system components, reads and replaces meters, performs landscaping tasks and snow removal and performs various preventive maintenance tasks requiring equipment use and/or manual labor.

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. Performs a variety of regular and routine preventive maintenance repair tasks for the sewage conveyance and water distribution systems including lift station maintenance, sewer and manhole jetting, Vactor operation, hydrant flushing and water filtration system maintenance.
2. Inspects, installs, replaces and maintains water meters, valves, hydrants, and other related equipment.
3. Participates in the repair or upgrade of water service lines and mains. Performs lift station maintenance and water service hook-ups and repairs.
4. Performs reads and rereads of utility meters. Performs shut-offs and service activation.
5. Assists with bores and short hookups for water distribution and sewage conveyance systems.
6. Locates and stakes water and sewer lines to fulfill Miss Dig requests.
7. Assists with cross-connection inspections.

8. Performs ongoing vehicle and equipment maintenance and upkeep.
9. Cuts grass, plows and salts snow and performs other landscaping and general maintenance tasks. Performs site restoration for areas of previous work.
10. Performs general carpentry, electrical and plumbing tasks.
11. Moves heavy equipment and materials to various site locations.
12. Works in an on-call capacity in accordance with the requirements of a shared schedule as determined by the Public Works Foreman.
13. Receives instruction in proper safety procedures and integrates safety techniques into the work assignments.
14. Attends trainings and seminars as assigned by the Township.
15. Performs other duties as directed.

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.

Requirements include the following:

- High school diploma.
- Two or more years experience as a semi-skilled laborer and/or equipment operator in a public works-related field ideally in the maintenance and installation of water distribution and wastewater collection system lines and components.
- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- Good knowledge of safety procedures and precautions involved in equipment operation and public works maintenance tasks.
- Good knowledge of the tools, materials and equipment used in the repair and maintenance of utility infrastructure systems.
- Skill in maintaining and operating the equipment and apparatus related to water distribution and wastewater conveyance.
- Ability to perform a variety of basic maintenance and repair tasks involving electrical, plumbing, and mechanical equipment.

- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, professional contacts and Township officials.
- Ability to use word processing and database software at a modest level for accessing and recording data and correspondence.
- Ability to respond to public works emergencies 24 hours a day, 7 days a week.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

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 communicate with others in person and by phone or radio, and travel to other locations. The employee’s environment can range from routine maintenance tasks requiring mobility and manual dexterity to strenuous job site situations. Physical demands, therefore, range from sitting in a vehicle to the significant physical exertion associated with completing public works maintenance, repair and construction projects.

The employee is frequently required to use sight, physical strength and manual dexterity to complete projects, and may be frequently exposed to outside weather conditions, toxic or caustic chemicals, tools, machinery and vibration, and other physically demanding situations.

The noise level in the work environment can range from moderate to very loud.

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The Charter Township of Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.