

VILLAGE OF BIRCH RUN JOB DESCRIPTION

Position: DPW General Maintenance Worker

Classification: Union (Full-time) or Non-Union (Part-time)

FLSA Status: Non-Exempt (Hourly)

General Statement of Duties: Participates in a full range of construction, maintenance, and repair activities associated with municipal infrastructure, including streets, curbs, sidewalks, traffic control and related signage, parking lots, buildings, grounds, utility systems, special and seasonal events, and motor/equipment pool and related functional areas.

Supervision Received: Work performed under the direction of the DPW Foreman.

Supervision Exercised: None

Essential Duties and 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, Curbs, & Sidewalks:** Completes projects involving moderate to heavy physical labor and light and heavy equipment operation including patching, painting/stripping, street sweeping, plowing, and salting.
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. **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.
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. Alerts supervisor to repair needs.
6. **Water, Storm Sewer, and Sanitary Sewer Systems:** Participates in storm drain cleaning, repair, and construction. Assists the Utility I and Utility II positions in maintaining the water distribution and sewer collection systems.
7. **Special events and Seasonal Activities:** Assists with decorations, event set-up, traffic control, signage, banners, and related items.
8. Works with citizens to solve problems and answer questions.
9. Responds to public works emergencies, including those which occur outside of normal business hours.
10. 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.

- A high school diploma or the equivalent.
- One or more years experience as a semi-skilled laborer in public works or general construction
- A valid State of Michigan Driver's License.
- Knowledge of safety procedures and precautions involved in equipment and vehicle operation and public works maintenance work.
- Knowledge of the tools, materials and equipment used in the maintenance, repair and construction of municipal infrastructure systems.
- Skill in mechanical maintenance and repair.
- Skill in the use of public works vehicles, light and heavy equipment, tools and related implements used in public works operations.
- Ability to critically assess situations, and work effectively under stress, within deadlines and with changing priorities, including responding to emergencies 24 hours per day.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, employees, contractors, regulatory agencies and Village officials.

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's environment can range from vehicle operation to work intensive construction projects. Physical demands, therefore, range from sitting in a vehicle to the potentially enormous physical exertion associated with completing public works projects. 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.

Therefore, the following physical demands and environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job: sitting, standing, walking, climbing, balancing, stooping, crouching, crawling; communicating in person, by phone or radios; using manual dexterity to use tools or equipment; using sight and mobility to complete work tasks; tasting or smelling for chemicals or natural gas at excavation sites; and, the strength, mobility and dexterity to operate equipment, lift or move items of heavy weight or access work sites.

The employee may be exposed to machinery and vibration, chemicals and fumes, high and precarious places or confined spaces, outside weather conditions and risk of electrical shock. The noise level may range from moderate to very loud at a work site.



12060 Heath Street * P.O. Box 371 * Birch Run, MI 48415 * Office (989) 624-5711 * Fax (989) 624-9681

Employment Application

The Village of Birch Run is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.

Applicant Information:

<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name	First Name	Middle Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Phone	Cell Phone	Business Phone	

May we contact you during the day? Yes No

Employment Information:

Department Desired: Administrative Police
 Public Works Other

Are you interested in: Full-time Employment Part-Time Employment
 Temporary Employment Un-Paid Employment

Anticipated Salary: \$ /hr or yr Date Available

Referral Source Self Advertisement Other:

Have you ever been employed by the Village of Birch Run? Yes No

If **Yes**, please list Dates of Employment and Supervisor:

Any family members currently employed by the Village of Birch Run? Yes No

If **Yes**, Please List them:

Are you 18 years of age or older? Yes No

History:

Have you ever been convicted of a crime? Yes No

If Yes, Please Explain:

Are you a citizen of the United States? Yes No

If No, are you legally eligible to work in the United States? Yes No

Military Service? Yes No Branch/Rank: _____

Discharge Date & Type: _____

Do you have a valid Driver's License? Yes No

If Yes, please list number and State: State:

Do you have any commercial endorsements? Yes No

Educational Background:

	Name/Location of Institution	Current Status	Major Area of Study	Type of Degree and Date Earned
High School		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Undergraduate College		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Graduate College		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Business/Trade School		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Other		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		

Do you possess any special certifications (technical, first aid, public safety, etc.)? Yes No

If Yes, please list:

Work History (list most-recent first):

Dates From		Organization Name/Address: _____ Position Title: _____ Reason for Leaving: _____ Beg. Salary: _____ End Salary: _____ Supervisor Name: _____ Title: _____ Phone: _____ Duties Performed: _____
Month	Year	
Dates To		
Month	Year	

Dates From		Organization Name/Address: _____ Position Title: _____ Reason for Leaving: _____ Beg. Salary: _____ End Salary: _____ Supervisor Name: _____ Title: _____ Phone: _____ Duties Performed: _____
Month	Year	
Dates To		
Month	Year	

Dates From		Organization Name/Address: _____ Position Title: _____ Reason for Leaving: _____ Beg. Salary: _____ End Salary: _____ Supervisor Name: _____ Title: _____ Phone: _____ Duties Performed: _____
Month	Year	
Dates To		
Month	Year	

References:

List names and contact information for three individuals not related to you, whom you have known for at least one year.

Name	Position	Years Known	Address & Phone

Agreement and Understanding

By signing this application, I hereby represent that the facts set forth in my application for employment are true and complete. I understand that if I am employed, any false statement on this application may result in my dismissal.

I authorize the Village of Birch Run to conduct a background investigation to determine my fitness as a candidate for employment with the Village of Birch Run. I understand that said background investigation may include information regarding my character, general reputation, personal characteristics, mode of living, driving record, credit history, education, and employment history. I understand that in the event I am not employed because of an unfavorable credit report, the Village will notify me and provide me a copy of the credit report.

I authorize review and/or release and full disclosure of my personnel records from my employer and from any of my former employers. I hereby waive written notice from my employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records. This waiver is made pursuant to the Bullard-Plawecki Employee Right-to-Know Act.

I authorize any person or entity contacted by the Village of Birch Run, its officers, agents, or employees during the course of my background investigation, to furnish to such officers, agents, or employees any information or opinions they may have. I hereby release from liability and promise to hold harmless under any and all possible legal action, any and all persons or entities who shall furnish any information or opinions to the Village of Birch Run, its officers, agents, or employees connected with my background investigation.

Further, I hereby release from liability and promise to hold harmless under any and all possible legal action, the Village of Birch Run, its officers, agents, or employees for any and all actions connected with my background investigation.

I understand that if I am considered favorably for employment, I may be required to undergo, at the Village's expense, a medical examination that will include drug screening and that cooperating in the administration of this test and passing it are conditions for employment.

I understand that this application is not intended to be a contract of employment, nor does this application obligate the Village of Birch Run in any way if the Village decides to employ me. If employed by the Village, I agree to conform to the rules and regulations of the Village of Birch Run, as they may be amended from time to time, and I understand and agree that any employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the Village Manager or the Village Council has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in written form signed by the Village Manager. I further acknowledge that no one has made any representations or statements to the contrary to me, either oral or in writing, and I acknowledge and understand that no one has the authority to make such representations or statements to the contrary in the future.

I further stipulate that a photocopy or facsimile of this agreement and understanding will hold the same validity as an original thereof, even though said photocopy or facsimile does not contain an original signature.

I have read, understand, and agree to the terms of each of the above statements.

Signature of Applicant

Date

Printed Name of Applicant

