



Job Title:	DPW Maintenance Worker
Department:	DPW
Sub Department:	All
Supervisor:	DPW Manager of assigned Department
FLSA:	Non -Exempt
Union:	N/A
Date:	05.10.2023

JOB SUMMARY

This is manual work in the performance of a variety of DPW-related maintenance activities.

Work involves responsibility for performing various manual tasks in maintenance activities not requiring a high degree of manipulative skills; however, as work experience is gained, assignments may become more complex and skilled. Work may include the performance of heavy lifting and other strenuous tasks and may involve operating motorized equipment and vehicles requiring a CDL.

Work is supervised with specific work instructions given at the beginning of each new task. Work is reviewed through observation and inspection by a superior.

ILLUSTRATIVE JOB DUTIES AND RESPONSIBILITIES

1. Assist in all DPW divisions such as street, fleet, sewer, parks, sanitation, and water metering/distribution, maintenance, or cleanup activities as assigned.
2. Picks up and empties refuse, recyclable and yard waste material into refuse/recycling trucks.
3. Operates mechanical levers and switches in the operation of refuse/recycle truck activities.
4. Cleans and washes trucks as needed.
5. Inspects assigned equipment daily and reports mechanical problems, malfunctions, or defects to the assigned supervisor.
6. Spreads asphalt in patching and repairing streets; digs trenches and postholes; removes brush, limbs, and related materials; loads and unloads dirt and construction materials.
7. Operates mowers and related small power equipment operates small and medium single axle trucks or other vehicles in snow removal and salt spreading activities.
8. Builds benches, tables, docks, and related parks equipment; makes repairs and paints parks equipment.
9. Cut grass, rake leaves and maintain an assigned work area; plants flowers and maintain flower beds; trim and prune shrubs and hedges.
10. Must be able to work independently and as part of a crew.
11. Performs job duties with proper safety work methods and procedures.
12. Performs related work as required.



QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic problem solving skills with good communication and listening skills

Ability to:

- Good mechanical and technical skills required.

MINIMUM JOB REQUIREMENTS

- High school graduate or GED equivalent.
- Experience in performing heavy manual work; or any equivalent combination of experience and training.
- Good mechanical and technical skills required.
- Must possess a current and valid State of Michigan Driver's License and have reliable transportation.

PHYSICAL/MENTAL/VISUAL DEMANDS

Environment: exposure to almost exclusively an outside environment including odors, dirt, grime, uneven ground, possible elevated work, and inclement weather. Must have ability to wear proper PPE at all times as it relates to work performed.

Physical: Work involving walking, climbing, sitting, kneeling, twisting, lifting, turning, pushing, pulling, stooping, and squatting on a repetitive basis. Lifting 50 lbs. frequently and up to 80 lbs. occasionally.

Vision: 20/20 corrected.

BOFO 6-13-23
Director of Human Resources

The above statements are intended to describe the general nature of work performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.