

VILLAGE OF PARMA, MICHIGAN
Position Description
Working Public Works Employee (Part-Time 20hrs)

Department: Public Works

Location: Public Works Facility

Immediate Supervisor: Village Administration-Designated Council Member

Date: August 2012

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

- I. GENERAL PURPOSE.** The Working Public Works Employee works under the policy direction of the Village Council with administrative direction from the Village Administration-Designated Council Member. Position performs a variety of complex administrative and professional work in planning, coordinating and directing the maintenance of the streets, parks and other village assets, as well as the maintenance of related equipment.
- II. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

A. Illustrative Listing.

Departmental Duties

1. Determines locations of water and sewer lines from the appropriate sources prior to excavation.
2. Drives trucks of various sizes and/or weights in the loading, hauling and unloading of various equipment and maintenance materials.
3. Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including transportation, street and drainage.
4. Manages:
 - a. Infrastructure maintenance and other records.
 - b. Municipal public works construction projects and assigned projects to ensure contractor compliance with time and budget parameters.
 - c. Observation and maintenance of water mains, services, hydrants
 - d. Proper maintenance of equipment and tools.
 - e. Water meter readings.
5. Maintains
 - a. Regular contact with Village administration and Designated Council Member regarding department activities and services.
 - b. Variety of records relating to work orders, inspections, maintenance activities, project estimates, etc.
 - c. Village infrastructure maps, including additions, deletions and amendments.
6. Operates
 - a. Light and medium-sized construction equipment, such as chain saws, locators, weed whips and other related equipment.
 - b. Mowers, end loader, dump truck, pickup truck, snowplows, wood-chipper
7. Performs
 - a. Required labor involved in construction and maintenance projects including barricading, blacktopping, building cleaning/maintenance, trimming, clearing, cement repair, painting, signing, grading, patching, manhole cleaning, pipe repair, crack-filling and other tasks.
 - b. Routine inspection and preventative maintenance on assigned equipment.
 - c. In cooperation with Village Administration-Designated Council Member, plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department.

General Duties:

1. Adjusts errors and complaints according to existing procedures.
2. Assists with:
 - a. Conduct of operations to achieve goals within available resources
 - b. Maintaining the general safety of the department through assessments of working conditions.
3. Assures assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests (in cooperation with Village Administration-Designated Council Member); assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
4. Attends conferences and training related to the position; appropriately represents the Village in a variety of state, county, local and other meetings.
5. Gathers, interprets, and prepares data for studies, reports and recommendations for supervisor.

6. Maintains:
 - a. Custody and control over department apparatus, property, records and equipment and recommends improvements to equipment and facilities as needed.
 - b. Assigned operations to achieve goals within available resources; plans and organizes workloads.
7. Provides:
 - a. Leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
 - b. Reports for council meetings, as directed.
8. Responsible for:
 - a. Complaints: Evaluates situation and explains findings to supervisor.
 - b. Daily time sheets and other department documents generated, signed and forwarded to Village Administration-Designated Council Member.
 - c. Timely coordination, oversight, material sampling and inspection of contracted services and in-kind/cost reimbursement projects including review of invoices.
 - d. Inspection and subsequent enactment of enforcement procedures relating Village Ordinances including, but not limited to, cutting of long grass/weeds and cleaning of sidewalks within the right-of-way.
9. Performs other duties as assigned.

B. Confidential Data. Less than 25% of the work associated with this position involves the handling of confidential data.

III. DESIRED MINIMUM QUALIFICATIONS.

A. Education. High School diploma or GED. Additional training is encouraged.

B. Experience. Prior experience a plus, but not required.

C. Necessary Skills, Knowledge and Abilities.

1. Working Knowledge of:

- a. Equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- b. Modern office practices and procedures
- c. Computers and electronic data processing equipment/software including basic skills in Excel, Word, Internet, email and other specialized municipal software.
- d. Overall infrastructure of the Village Operations
- e. State laws relating to municipal government administration and budgeting.
- f. The listed tools and equipment required to perform assigned tasks.

2. Skill in the proper and safe operation of:

- a. Personal computers including word processing, data base, spreadsheet, email and scanning software; calculator; phone; copy machine; fax machine; and other standard office equipment.
- b. Equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;

3. Ability to:

- a. Communicate effectively, orally and in writing, with consultants, other governmental agency representatives, Village Officials and the public.
- b. Plan, organize, and assign resources, and monitor outcome to achieve desired goals.
- c. Read and understand construction grades.
- d. Speak, read and write the English language.
- e. Understand and carry out written and oral instructions.

IV. SPECIAL REQUIREMENTS.

- A. United States citizen.
- B. Eighteen (18) years of age or older at date of employment
- C. Michigan Commercial Driver's License, valid without record of suspension or revocation in any state.
- D. No felony convictions or disqualifying criminal history within the past seven (7) years.
- E. Must be willing to furnish information for a comprehensive background check.
- F. Remain in conformance with Federal requirements and Village policies intended to prevent the misuse of alcohol and the use of controlled substances.
- G. Be subject to random drug testing.

V. WORKING CONDITIONS. The detailed analysis of the physical/environmental demands described in the included Functional Physical/Environmental Evaluation are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VI. SELECTION GUIDELINES. Formal application, rating of education and experience; oral interview and reference check and job related tests may be required.