

CITY OF LAPEER
FULL-TIME GENERAL MAINTENANCE/WASTEWATER TREATMENT PLAN

City of Lapeer's DPW is hiring a Full-Time General Maintenance position for the Wastewater Treatment Plant (WWTP). This position starts at \$15.28/hour with an excellent benefit package. **The City will take into consideration candidates with wastewater treatment plant experience, and/or DEQ wastewater certification, resulting in a higher level for starting wage.** Responsibilities include but are not limited to: Operating all types of equipment used for WWTP, Lift Stations, Laboratory, building and yard maintenance. Must have the ability to test and become certified as a WWTP operator for a class "D" Wastewater Treatment Plant through the State of Michigan, DEQ. Must be WWT certified within 4 years from hire date. Must be able to lift a minimum of 50 pounds; must be able to sit, stand, climb, balance, stoop, kneel, crouch, crawl, talk and hear to perform most job duties; climbing steps and pulling full weight up with arms are essential functions of this job. ***Possession of a valid driver's license and a CDL-B is required; please DO NOT respond to this ad if you do not have both.*** Full job description can be found at www.ci.lapeer.mi.us. Work week will be 40 hours per week. This is a AFSCME Union position. Please send your letter of interest with application and/or resume to: Tracey Russell, City of Lapeer, 576 Liberty Park, Lapeer, MI 48446, or email to Trussell@ci.lapeer.mi.us. **Deadline for application submission is August 17, 2018, 4:00p.m.** The City of Lapeer is an Equal Opportunity Employer.

CITY OF LAPEER JOB DESCRIPTION

Job Title: General Maintenance Worker
Department: Department of Public Service, Wastewater Treatment Plant
Reports To: Wastewater Treatment Plant Superintendent
Classification: Full Time, Eligible Union: AFSCME
FLSA Status: Non-Exempt
Prepared by: Pam Reid, Director of Public Works
Prepared Date: July 5, 2018
Approved By: Dale Kerbyson, City Manager
Approved Date: August 6, 2018

SUMMARY

An employee in this class performs semi-skilled and skilled general maintenance tasks and operates various types of light and specialized equipment.

DISTINGUISHING FEATURES, DUTIES AND RESPONSIBILITIES

Work includes responsibility for performing routine, semi-skilled work tasks usually gained through experience. The employee is expected to exercise initiative and judgment in performing specialized functions independent of a work crew. Work is supervised by a superior who gives general or specific job instructions depending upon the nature of the assignment and the employee is expected to perform without direct supervision. Work is evaluated through results obtained by the supervisor.

Examples of work include:

- Performs general maintenance functions to include carpentry, roofing, painting, grounds keeping, plumbing, electrical, and cleanup, and other general maintenance tasks.
- Performs duties in conformance to appropriate safety and security standards.
- Operates and maintains a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, lawn mower, tractor, and various hand tools used for building and lawn maintenance.
- May include underground work for utilities and other related work.
- Inspects facility to identify building maintenance needs.
- Lift station maintenance as needed.
- Performs WWTP duties as needed in the daily operation of the Wastewater Treatment Plant.
- Responds to emergency situations during and after hours for the purpose of resolving immediate concerns as related to customer service, public health, and safety.
- Performs all types of task during inclement weather conditions outside or extreme temperatures influx indoors.
- Reads and interprets sketches, diagrams, and blueprints.

- Cleans and/or lubricates shafts, bearings, gears or other parts of machinery.
- Monitors and maintains preventive maintenance records and logs.
- Performs all other duties as assigned.
- General maintenance work as assigned by WWTP Crew Leader and/or WWTP Superintendent.
- Operates vehicles and equipment in a safe and efficient manner; performs related duties and responsibilities as required.
- All behaviors comply with City policy and rules.
- May work in a different division within the DPW, as needed.
- Follows the chain of command.

QUALIFICATIONS

- Skills are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Skill-based competencies required to satisfactorily perform the functions of the job include: Operating all types of equipment used for WWTP, Lift Stations, Laboratory, building and yard maintenance.
- Must have the ability to use a computer.
- Must be in good physical condition and agility.
- Must have the ability to work independently and without direct supervision.
- Must have initiative, resourcefulness, and good decision skills.
- Must have the ability to establish and maintain good working relationships with other employees and the general public.
- Must have the willingness to accept direction from supervisors or seniority employees and maintain a good working relationship with other employees.
- Must have the ability to understand and follow oral and/or written instructions.
- Must have the ability to operate equipment and vehicles.
- Must have the ability to cross-train in one or more divisions within the Department of Public Works.
- Must have the ability to test and become certified as a wastewater treatment plant operator for a class "D" Wastewater Treatment Plant through the State of Michigan, DEQ. Must be WWT certified within 4 years from hire date.

REQUIRED EXPERIENCE, CERTIFICATION AND EDUCATION:

- Graduation from an accredited high school or equivalent.
- Possession of a valid Commercial Driver's License, Class B.

LANGUAGE SKILLS

- Ability to keep records and make reports.
- Ability to effectively present information in one to one and group situations to the public and other employees of the organization.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to demonstrate attention to and convey understanding of the comments or questions of others.
- Ability to use appropriate style, format, and tone in informal and formal business communications.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, divide all units of measure, using all units of measure, using whole numbers and fractions, as well as decimal and percentage numbers.
- Must be able to compute rate, ratio, and percent.
- Ability to draw and interpret bar graphs.

REASONING ABILITY

- Ability to anticipate problems and develop alternative strategies for task completion.
- Ability to deal with problems involving variables in standardized situations.
- Ability to plan, organize, and direct work staff.
- Ability to handle multiple priorities and projects.
- Ability to make timely, sound decisions.
- Ability to deal courteously and diplomatically in any situation.

PHYSICAL DEMANDS

- Must be able to sit, stand, climb, balance, stoop, kneel, crouch, crawl, talk, and hear to perform most job duties.
- Climbing steps and pulling full weight up with arms are essential functions of this job.
- Must be able to adjust to stressful situations and work related stress.
- Must be able to lift a minimum of 50 pounds.
- Ability to distinguish color.
- Ability to wear protective apparel in being exposed to extreme heat and cold.

WORK ENVIRONMENT

- While performing this job, the employee will be exposed to outside weather conditions, high humidity, heat, cold, noise, vibrations, chemicals, explosive material, electrical hazards toxic substances, foul odors, wastewater, sludge, effluent, bacteria, viruses, and traffic hazards and mechanical devices.
- Must be able to work in confined spaces and in the dark.
- Will be exposed to chemicals, cleaners, and toxins while performing job tasks.
- Ability to travel to different locations and worksites.
- Must be able to work in a standard office environment, outdoors, Wastewater Treatment Plant.

Required Testing

- Alcohol and drug testing.
- Agility testing.