

ALLENDALE CHARTER TOWNSHIP

Position: Full-Time Public Works Operator
Salary Range \$19.00 to \$25.00 per hour

Immediate Supervisor: Assistant Superintendent of Public Works

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not construed to be an exhaustive list of all job duties performed by personnel so classified.

Essential job functions:

- ◆ Responsible for the daily operation of public works, including (but not limited to), maintain testing clarifiers and bio-discs, computer work, maintain chlorine use
- ◆ Maintain public works equipment, such as pumps, motors, vehicles
- ◆ Inspect water and sewer work
- ◆ Maintain grounds at the plant
- ◆ Perform lab analysis on a rotating week-end schedule and be on call for emergencies
- ◆ Install and repair water meters, exercise hydrants and valves, read water meters
- ◆ Operate the Township meter stations, lift stations, water storage tanks, mains, and services and assist with the repair of the same

Knowledge/Skill requirements:

- ◆ Previous public works experience and/or training would be helpful
- ◆ College level chemistry, biology and computer science are required for this position.
- ◆ Six licenses are available through the Michigan Department of Environmental Quality and employees are encouraged to obtain as many licenses as possible
- ◆ This position requires the ability to explain procedures and respond to questions from the public
- ◆ Basic writing skills, knowledge of spelling punctuation and grammar are required for this position
- ◆ This position requires supervision of other employees
- ◆ This position requires logic, intuition, limited analysis, research, organization, and judgement skills
- ◆ This position requires meeting deadlines

Ability requirements:

- ◆ Ability to work independently
- ◆ Ability to walk from in fields and on construction sites
- ◆ Ability to lift and carry at least 50 pounds of weight
- ◆ Ability to drive, with a valid drivers license
- ◆ Ability to operate/drive equipment necessary for the maintenance of the wastewater treatment plant
- ◆ Ability to speak clearly and listen carefully on the telephone and in public
- ◆ Ability to dig
- ◆ Ability to read and perform math functions

- ◆ Ability to use computers

Education requirements:

- ◆ Minimum of 2 years college credit
- ◆ College level chemistry, biology and computer science is required

Last Updated 3/2017