

ALLENDALE CHARTER TOWNSHIP

Position: Assistant Public Works Operator

Immediate Supervisor: Public Works Operator

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:

- Read, install and repair water meters
- Flush and maintain hydrants
- Exercise shutoff valves and hydrants
- Assist with special projects such as fabrication of equipment
- Assis with MissDig
- Assist with confined space entry
- Facilities maintenance
- Take daily waste water samples and daily readings
- Asist operators in the operation and maintenance duties

Knowledge/Skill Requirements:

- Previous public works experience and/or training would be helpful
- College level chemistry, biology and computer science are desired, but not required
- 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
- This position requires logic, intuition, limited analysis, organization and judgement skills
- This position requires meeting deadlines

Ability Requirements:

- Ability to work independently
- Ability to walk 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 and have the ability to tow equipment
- 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
- Ability to pass Hi-Lo training
- Ability to perform maintenance and repair of equipment

Education Requirements:

- High school education or GED; two years of college credit desired
- This position requires a willingness to acquire additional training

Last updated 6/23/2017