

**VILLAGE OF BELLEVUE
JOB DESCRIPTION**

**PUBLIC WORKS EQUIPMENT OPERATOR /
MAINTENANCE WORKER**

Position Summary: Participates in a full range of construction, maintenance and repair activities associated with municipal infrastructure, including streets, curbs, sidewalks, traffic control and related signage, parking lots, parks, buildings, grounds, beach, boat launch ramp, recreational sites, forestry program, leaf pick-up program, water and sewer systems, special events and seasonal activities, and motor/equipment pool and related functional areas.

Reports to:

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| Primary- | Public Works Superintendent |
| Secondary- | Wastewater Treatment Plant Superintendent, as needed |

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Participates in all aspects of public works construction, maintenance and repair and work and operates all related light and heavy equipment and vehicles including pick-up truck, dump truck, backhoe, high ranger, loader, sweeper, plow, salt spreader, grader, mower, trimmer, chipper, and hand tools.
2. Completes street, curb and sidewalk projects involving moderate to heavy physical labor and light and heavy equipment operation including patching, painting/stripping, street sweeping, plowing, salting, leaf and brush pick-up, and other tasks as assigned.
3. Places and removes temporary and permanent signs and barricades, participates in pavement markings and painting.
4. Assists in patching, painting/stripping, sweeping, plowing, salting, leaf pick-up, and other construction and maintenance activities of parking lots.
5. Directly or in conjunction with contractors, assists with trash pick-up, mowing, trimming, planting, weeding, irrigation systems, tree trimming, chipping, tree and brush removal, planting, and related activities of parks and grounds.
6. Completes custodial work including collecting trash in all public locations, other general maintenance, light plumbing/electrical/carpentry, painting, and associated tasks.

7. Participates in storm drain cleaning, repair & construction, and other sewer and/or water system work as assigned.
8. Assists with decorations, event set-up, traffic control, signage, banners, and related items.
9. Completes basic maintenance and repairs on department equipment and vehicles including oil changes, grease and lubricate, change lights, and related tasks. Assists with more advanced repairs, welding and metal fabrication as knowledge and expertise allows.
10. Responds to public works emergencies, including those which occur outside of normal business hours.
11. Performs other duties as assigned or as required by law.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- High school diploma or equivalent; additional training in construction trades or a related field is preferred.
- A valid State of Michigan Commercial Driver's License (CDL) with the designations appropriate for the City's fleet, a satisfactory driving record, and the ability to maintain one throughout employment.
- Previous construction or maintenance experience is preferred.
- Knowledge of the materials, equipment and safety procedures associated with municipal public works activities.
- Skill in the operation and maintenance of all public works equipment.
- Ability to work constructively and interact professionally with employees, the general public, and various professional contacts.
- Ability to manage multiple priorities and work within deadlines.
- Ability to serve in an on-call capacity and respond to public works emergencies outside of normal business hours.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in the field at various public works project sites. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, access confined spaces, climb up or crawl down, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites and public works maintenance activities.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to these sites and to participate in heavy physical labor, including heavy lifting and extreme physical exertion, and must have the vision capabilities and manual dexterity needed to operate heavy equipment. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather.