

**VILLAGE OF MATTAWAN
DEPARTMENT OF PUBLIC WORKS
JOB DESCRIPTION**

Job Title: Public Works Maintenance Technician

General Summary: This position is responsible for completing the day-to-day work in the Public Works Department which includes maintenance of the water, sewer, building and grounds streets and up-keep of the village park as well as any other work as defined and or directed by the Superintendent of Public Works. This position also requires a rotating on call with a 20-minute response time.

Principal Duties and Responsibilities: The following list of duties and responsibilities is for guidance purposes only. In no way are duties and responsibilities limited to those below.

Building and Grounds and Maintenance:

- Completing basic repair work on Village buildings, when necessary.
- Plowing and shoveling snow around Village buildings.
- Removing yard waste from residential properties in accordance with the Village's Yard waste programs.
- Assisting in the placement of banners, Christmas decorations and special event signage.
- Mowing and maintaining grounds around Village buildings and other properties.

Street Department:

- Assist in the patching of potholes on Village streets
- Plow snow and salt Village streets during the winter months
- Perform general maintenance of storm sewer drains as needed.
- Paint lines and markers on the streets.
- Maintain street signage.
- Grading gravel roads and mowing of shoulders on Village streets.

Water Department:

- Assist in the repairs and maintenance of the Village water system including but not limited to fixing water main breaks, installation of new service lines, hydrant flushing and repair, meter repair and replacement. Which calls for direct contact with the public where we will require professional customer service.
- Conduct daily readings and testing at the Iron removal treatment plant.

Sewer Department:

- Assist in the repairs and maintenance of the Village sanitary sewer system including but not limited to fixing sewer leaks and breaks, installation of new sewer services lines and in maintenance of the Village lift stations.

Equipment Maintenance:

- Provide basic equipment service and repair to all Village equipment.

Parks:

- Complete basic park maintenance, safety checks and repairs during the year.

***All other duties assigned. ***

Job Qualifications:

Education: High School graduate or equivalent with knowledge on the operation of basic fuel combustion engines. A Michigan DEQ Water License is desirable.

Experience: Experience in excavation, plumbing and landscaping desired.

Ability to follow oral and written instructions.

Ability to use hand tools and operate motorized equipment and vehicles such as cars and trucks.

Ability to communicate effectively, verbally and written.

Ability to maintain records.

Ability to lift at least 80 lbs.

Ability to lift 10 lbs multiple times during the day.

Ability to work on your feet, knees, sitting for long stretches of time.

Ability to work in confined spaces and heights.

Must pass a drug screen and a criminal background check.

Additional Requirements: Must have a valid Michigan driver's license and possess or be able to obtain a CDL Class B endorsement from the State of Michigan. Must be able to work well with the public, perform physical labor and work with limited supervision.