



## POSITION DESCRIPTION

Position: General Maintenance		Department: Department of Public Works	
Reports to: Manager Public Utilities, Roads & Facilities, Grounds		FLSA Status: Non-Exempt	
Location: DPW Facility	Division: Any	Pay Grade: 4	
Revised: August 29, 2018	Last Reviewed:	Union: AFSCME	Status: Full-time

### **BACKGROUND**

The Mission of the City of Auburn Hills to be stewards for the community through a connected, transparent and efficient government. The Vision is Auburn Hills will be a community with the heart of a small town that operates with the excellence of a world class city. The organizational Values are Attentive Service, Diversity, Excellence, Fiscal Responsibility, Humility and Safety. The Department of Public Works (DPW) is made up of six divisions including Municipal Properties (Facilities and Grounds), Public Utilities (Water and Sewer), and Fleet and Roads. The DPW has just over 40 full-time personnel, augmented with various part-time staff and seasonal employees.

### **GENERAL PURPOSE**

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems. Also maintains City grounds, parks, rights-of-way, and buildings.

### **SUPERVISION**

Works under the immediate supervision of the Manager of Public Utilities, Manager of Fleet and Roads or Manager of Municipal Properties. Also responds to direction of appropriate Crew Leader.

### **SUPERVISION EXERCISED**

May direct activities of seasonal employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Inspects and/or repairs PRV stations, maintains potable water reservoirs and pump stations, lift stations, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc. Reads meters to support utility billing function.

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Responds to complaints regarding water leaks, pressure loss or no water, sewer backups, flooding; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in areas where services will be discontinued and explains when services will be shut off and how soon they will be turned back on.

Maintains grounds and mows grass on City properties, cemetery, parks, along City streets and medians. Maintains, trims, and remove trees on public property.

Maintains City buildings by; painting, cleaning, repairing, refurbishing, and performing alterations.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks and pulls trailers of various sizes and weights for loading, hauling and unloading of various equipment, gravel and sand. Grades roads, plows snow from roads and parking lots, shovels snow/ice from walks, spreads salt on roads, lots, and walks.

Performs routine inspection and prevention maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Services water supply, sewer lift and other pumps.

Operates a variety of power construction and maintenance equipment used in the water and sewer, roads, grounds and facilities divisions.

Must report for work during emergency conditions.

Other duties as assigned.

### **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned

## **MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Two (2) years of experience relating to construction, maintenance, or repair.
- (C) Applicants should have some computer experience relating to Public Works activities in areas of software maintenance programs, RF telemetry, SCADA, GIS and work reports.

Necessary knowledge, skills and abilities:

- (A) Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities, and possess a mechanical aptitude.
- (B) Skill in operation of some of the listed tools and equipment, including appropriate computer skills.
- (C) Ability to perform heavy manual tasks for extended periods of time; Demonstrated ability to climb ladders and enter manholes, vaults and narrow openings; Freedom from fear of high places and confined spaces; Willingness to work outside in extremely hot, damp and/or cold weather.
- (D) Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to read and interpret construction plans; Ability to establish and maintain effective working relationships with other employees, other departments and the public; Must possess proven integrity; Ability to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS**

Valid State Driver's license and CDL certification. Maintaining of licenses are required to retain job.

Demonstrated ability to meet the above mentioned qualifications. An eight (8) week trial period is provided for existing AFSCME employees and a six (6) month period for new hires as provided by contract.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, (trucks with grading and snow plow blades), sewer vactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, and other tools and equipment as assigned.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places; below ground, confined spaces, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

## **SELECTION GUIDELINES**

Formal application, review of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening; psychological evaluation; additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Director of Public Works

Approval: \_\_\_\_\_  
City Manager

Approval: \_\_\_\_\_  
Employee