

## PUBLIC WORKS LEADER

**Department:** Public Services Department  
**Union:** AFSCME - Local 3120

### GENERAL STATEMENT OF DUTIES:

Performs maintenance, repair and/or construction of the City's infrastructure, utilities, and park facilities; performs responsible supervisory work directing the daily work assignments related to the maintenance, repair, and/or construction of these facilities.

### SUPERVISION RECEIVED:

Works under the general supervision of the DPS Superintendent, Water System Supervisor, or Parks and Boulevard Supervisor; the work method(s) for the work assigned will be determined by the employee.

### SUPERVISION EXERCISED:

Supervision shall be exercised over crews responsible for the City's water distribution system, sanitary sewer system, streets and highways system, parks and public facilities, and/or other functions as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Carry out all duties in conformance to appropriate safety and security standards.
- Operate all of the City's motorized and power equipment with skill, efficiency, care, and safety, and ability to train others in same.
- Ability to complete electrical and mechanical repair and maintenance of street lighting and traffic signal equipment, occasionally on an emergency basis, and assist management in the long-term planning of sign/signal equipment.
- Perform basic electrical installations within public buildings, including: installing concealed wiring and conduit; connecting circuits to fixtures and equipment; installing switches, relays, and circuit breakers; inspecting and repairing short circuits, blown fuses, broken wires and loose connections.
- Ability to perform maintenance and/or installation of mechanical or solid-state equipment as it pertains to traffic signal operations.
- Performs emergency maintenance on street lighting and traffic signals on a call-in basis.
- Erect, paint, repair, and replace traffic, street name, and other signs or posts.
- Prepare surfaces and spray paint City equipment such as trucks, automobiles, heavy equipment, compressors and related equipment.
- Mix and match paints and stains; supervise others in proper preparation and application of paints, stains, and/or varnishes.
- Design of traffic signs by hand, stencil, or computer.

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- Maintain accurate records of work performed, recording time, materials, and equipment utilized.
- Operate heavy equipment, motorized and power-driven equipment, or special equipment with skill, efficiency, care, and safety.
- Check and care for the assigned equipment in order to assure that all is in a safe operating condition; that all lights and safety equipment are in proper operating condition; that the equipment has the proper oil and grease, assist in servicing and making necessary minor repairs.
- Perform related work as required.

## **PERIPHERAL DUTIES**

May serve on various employee or other committees as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- A) Graduation from high school education or GED equivalent,
- B) Two to three years' experience in maintenance, repair and/or construction of public facilities, public utilities and park facilities,
- C) Michigan S-3 certification - water distribution license,
- D) International Municipal Signal Association (IMSA) Work Zone Safety Specialist certification, IMSA Advanced Work Zone Safety certification, IMSA Associate Signs & Markings Specialist Level 1 certification, IMSA Associate Signs & Markings Specialist Level 2 certification, IMSA Associate Traffic Signal Technician Level 1 certification, IMSA Associate Traffic Signal Technician Level 2 certification.
- E) Minimum of five (5) years' experience in electrical and mechanical maintenance, specifically on street lighting and traffic signals, or comparable work,
- F) Computer skills sufficient to accomplish position tasks,
- G) Any equivalent combination of education and experience.

### **Necessary Knowledge, Skills, and Abilities:**

- A) Ability to work independently, safely, and efficiently, and to direct the activities of others in a safe, organized, efficient manner.
- B) Considerable knowledge and special skills required to maintain and install various electrical and mechanical equipment related to street lighting, traffic signals, parking meters, and general electrical work; ability to read blueprints, schematics, and wiring diagrams.
- C) Considerable knowledge of the operation and maintenance requirements of automotive and power driven equipment assigned, and the ability to operate equipment skillfully, safely, and in accordance with traffic laws and regulations, as required.
- D) Mechanical aptitude, physical strength and endurance, capable of working at moderate heights.
- E) Ability to make accurate mathematical computations, and maintain required written reports.

- F) Ability to understand and carry out written and oral instructions, and to communicate effectively verbally and in writing.
- G) Ability to establish and maintain effective working relationships with employees, other departments and the public.

### **SPECIAL REQUIREMENTS**

1. Valid State Driver's license,
2. written CDL certification,
3. CDL-certified on road test, or ability to obtain certification after City-provided test.

### **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, and other equipment. Tools related to traffic sign/signals; tools related to water distribution systems including: water meter reader gun and meter test bench.

### **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 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, rating of education and experience; oral interview and reference check; 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: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: