

STREETS AND DRAINAGE MAINTENANCE WORKER II

NATURE OF WORK

This position requires skilled work in the operation of medium to heavy maintenance and construction equipment and related tasks. Work involves responsibility for the safe and efficient operation of equipment requiring significant manipulative skill and often entails crew leader responsibilities. Operation of assigned equipment is normally the predominant task, but lighter equipment may be operated on occasion. The employee in this position may also be required to perform incidental or related duties. Assignments are usually received in the form of verbal orders to accomplish a specified job. Work is performed independently or with a work crew within established practices and operative techniques and is reviewed by a superior during progress and upon completion. This position is comparable in skill and proficiency levels to Mechanic and Utility Worker II. Employees in this position may be assigned or trained to work in comparable positions. Employees in this position may be assigned to a different shift depending on the work.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Act as a lead worker in performing a variety of public works construction, maintenance and repair activities.
2. Operate various motorized equipment commonly used in Public Works construction and maintenance operations.
3. Participate in street, sidewalk, snow and ice removal, tree removal, grading, paving and patching, drainage system cleaning and sweeping or leaf removal work.
4. Manipulate controls to operate equipment in a safe and efficient manner.
5. Change various attachments on equipment and make fuel adjustments.
6. Lubricate, fuel and clean equipment as required.
7. Pour cement and patch pavement
8. Participate in pavement preservation operations.
9. Perform manual labor as required.
10. Instruct subordinates on proper work methods.
11. Pick up necessary tools and equipment.
12. Perform various Public Works maintenance tasks and related work as required.
13. Be available for after hour and weekend overtime.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

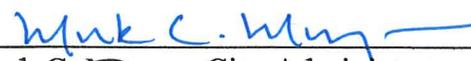
All of the following functions, qualifications, knowledge, skills and abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the following:

1. High school diploma or GED
2. Two to three years of experience as Streets and Maintenance Worker I or equivalent level of experience in a comparable position.
3. Reasonable knowledge of traffic laws, ordinances and practices involved in public works vehicle operation.
4. Ability to operate automotive and power driven equipment skillfully and safely.
5. Ability to read and understand policy and procedures and to fill out daily reports.
6. Ability to understand and follow oral and written instructions.
7. Considerable knowledge of street systems and principal locations in the City.
8. Considerable knowledge of the operation and maintenance requirements of various types of heavy and special automotive and power-driven equipment.
9. Mechanical aptitude
10. Ability to work effectively with other employees.
11. Ability to work effectively with the public.
12. Good physical condition to perform duties 2, 3, 4, 5, 6, 7, 8, 9, 11, 12 and 13.
13. Ability to see and hear well to perform duties 1, 2, 3, 4, 5, 6 and 10.
14. Valid Michigan Commercial Driver's License with a Class A endorsement and good driving record.

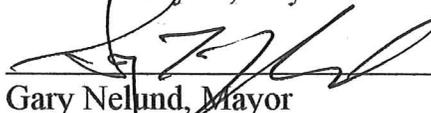
Approved:



Carrie A. Larks, Personnel Director 9/28/10
Date



Mark C. Meyers, City Administrator Date



Gary Nelund, Mayor 9/28/10
Date