



GRAND HAVEN CHARTER TOWNSHIP
Job Description

Position: **PUBLIC SERVICES LABORER**
Department: Public Services Department
Reports To: Public Services Assistant Director
Status: Seasonal, Part-Time, Non-Exempt
Pay Grade: Summer Help
Revision: 10/2012
Reviewed: 3/2018

SUMMARY:

Under general supervision, performs work of moderate difficulty in the operations and maintenance of the Township Public Services Department, which includes the water distribution system, the sewer collection system, and the township's parks and recreational facilities, the bicycle path, cemetery, and municipal grounds and any other duties assigned by the public services supervision or township manager. Performs related work as required.

ESSENTIAL FUNCTIONS:

- Ensures that safety practices are followed by self and others in various work operations.
- Operates and adjusts a variety of field equipment and tools. May be required to operate backhoe, trucks, welding equipment, air compressors, air hammers, tapping machines, and other equipment.
- Performs daily operational activities, inspections, maintenance, servicing, and repair of the buildings and grounds, parks and facilities, cemeteries, non-motorized pathways and other facilities including painting, mowing, leaf pickup and cleaning.
- Performs daily operational activities, inspections, maintenance, servicing, and repair of the water/wastewater systems including hydrant painting and repair, water service installation and repair, and meter/remote installation and repair.
- Physically inspects, installs, replaces, and adjusts water meters, remote readers, valves, hydrants, and other related equipment.
- Prepares sites for funerals including opening and closing graves, pouring foundations, directing traffic.
- Other duties as assigned.

SUGGESTED EDUCATION, EXPERIENCE AND TRAINING:

- High school diploma.
- Some experience with operation of basic lawn tools.

- Possess a valid drivers license.
- All appropriate licenses as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to comprehend and complete tasks based on verbal and written directives.
- Communicate effectively verbally, via radio, and in writing with department head, and co-workers, as well as customers and contractors.
- Ability to work efficiently with minimum supervision.
- Good knowledge of equipment, tools, material, and techniques used in the maintenance, repair, and installation of the water/wastewater distribution system.
- Good knowledge of the equipment, safety practices, and basic principles and functions of electrical and mechanical equipment.
- Considerable knowledge of lawn maintenance, including the cultivating, pruning, and care of lawns flowers, shrubs, and trees.
- Some skill in performing basic laboratory procedures and tests as learned on the job.
- Working skill in following schedules and procedures and in initiating changes in processes as may be required in emergencies or other situations.
- Good working knowledge and ability to operate basic lawn tools and equipment including lawn mowers, leaf blowers, line trimmers, and various hand tools.

PHYSICAL AND MENTAL DEMANDS:

- Ability to comprehend and complete tasks based on verbal and written directives.
- Reading, writing, communication.
- Recording data.
- Called in emergency situations either day or night.
- Climbing over obstacles, climb through openings, use ladders to gain access or egress from elevated or lowered surfaces, and crawl in confined spaces.
- Gaining access to sites with steep terrain, such as dunes and eroding bluffs.
- Hearing, seeing, speaking, walking, bending and articulate use of the hands.
- Performing routine and emergency tasks inside and outside which include being exposed to cold, heat, dampness, and noise and mechanical hazards.
- Performing tasks which require lifting heavy objects or equipment either alone or with assistance.
- Responding to concerns and complaints from sometimes irate citizens pertaining to the department.
- Ability to work efficiently with minimum supervision.

Acknowledgement:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be

performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description and have read and understand the contents.

Employee Printed Name

Date

Employee Signature