

Applications and job description are available online at www.villageofnewberry.com or in person at the Village of Newberry Office, 302 East McMillan Ave., during normal business hours. Email a resume and application to awatkins@newberry.mi.gov or submit in person or via mail to the Village of Newberry Office. **A resume is required.** Materials will be reviewed on a rolling basis. Position is open until filled. The Village of Newberry is an equal opportunity employer.

Village of Newberry Department of Public Works Part-Time Worker/Truck Driver Job Description

General Summary:

Performs technical, skilled, and labor tasks necessary to the maintenance and improvement of the Village's streets, alleys, sidewalks, properties, parks, and sewer systems.

Supervision:

Receives supervision from the Assistant Village Manager.

Responsibilities:

Maintain streets, alleys, and sidewalk surfaces through such activities as grading, graveling, cleaning, plowing, patching, paving, snow removal, concrete work, painting, brush & tree removal, ice control, and dust control. Maintain turf areas through such activities as mowing, top soiling, seeding, fertilizing and raking. Maintain hydrants through such activities as painting, marking, and snow removal. Maintain signs through such activities as brushing, restoration, and placement. Maintain sanitary and storm sewer systems through such activities as installing, inspecting, cleaning, and repairing mains, laterals, manholes, catch basins, drainage ditches, and other system control structures. Perform various maintenance duties such as erosion control, trash collection, fence & guardrail repair, installation, inspection & repair of playground equipment and other fixtures, maintenance of the landfill & composite sites, and minor building maintenance. Participate in garbage collection. Exercise proper safety precautions in the performance of work, including the use of personal protective equipment, machine guards, work area warning materials, and safe work procedures. May direct traffic in work areas. Inspect equipment and monitor its performance, alerting supervisor of possible malfunctions. Perform cleaning and general operational maintenance of the equipment. Confer with supervisor relative to assignment, tools, conditions, timetable, and methods to be used to accomplish the various tasks. Complete the necessary work reports. May operate equipment in the heavy equipment and/or the shift differential classification, performing the necessary associated job responsibilities with appropriate adjustment in pay.

Required Training:

The employee must have an accredited high school diploma or a G.E.D. and a valid Commercial Driver's license with B & N endorsements.

Desired Training:

It is desirable that the employee have knowledge of and basic skill in operating various types of heavy equipment, knowledge of street and underground maintenance and repair techniques and practices, knowledge of safe work practices, the ability to follow written or oral instructions, the ability to work effectively with other employees; the ability to be self-motivated when necessary; the ability to make routine decisions in task assignments in the absence of supervisory personnel.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.