



Charter Township of West Bloomfield Accepting Applications for Water Utilities Maintenance Worker

The Charter Township of West Bloomfield is accepting applications for the position of Maintenance Worker for our Water Utilities Department. Duties include performing tasks associated with the operation and maintenance of the water and sewer distribution systems. This is a full time position paying \$36,857.60 - \$48,278.36 per year plus excellent benefits.

Minimum Requirements:

*High school diploma or equivalent required.

*Mechanical ability with experience in public works, construction contracting, or mechanical field preferred.

Special Items:

*Required to be part of on-call system during which is required to respond to emergency call on a 24-hour basis.

*Overtime is expected to be occasionally required and worked including on-call.

To see a complete list of the requirements, please visit our web site at:

http://www.wbtownship.org/how_do_i/apply_for/job/index.php

Applications can be obtained at the Human Resources Department located at 4550 Walnut Lake Road, West Bloomfield 48325, from our web-site at

http://www.wbtownship.org/how_do_i/apply_for/job/index.php

or by calling (248) 451-4795. Interested individuals must complete an application to be considered for the position.

Applications will be accepted until position is filled

An Equal Opportunity Employer



WEST BLOOMFIELD TOWNSHIP

Job Description

Water Utilities Maintenance/Field Technician

Drafted: 11/01/05
Revised: 03/01/18

Adopted: 03/19/18
Pay Level: 4.0

General Summary:

Under the direction of the Water Utilities Field Supervisor, performs tasks associated with the operation and maintenance of the water and sewer distribution systems.

Representative Duties and Responsibilities which may be considered Essential Function(s):

Mechanical:

- Checks: circuits, gauges, lines, man lifts, pumps, and other station equipment, adjusting controls and other equipment, to assure continued water and sewer operations.
- Conducts: various tests for analysis of fresh water and sewage to assure efficiency of treatment system. Makes adjustments or troubleshoots problems when necessary.
- Inspects: installation/repair/replacement of water and sewer lines and documents material usage and time charges.
- Locates: Water and Sewer lines by reading maps and blueprints to determine location of utilities for contractors.
- Documents: Water Meter usage. Notes condition of meters including reporting situations in need of repair. Maintains records of daily activities as prescribed by the department.

Maintenance:

- Installs: barricades and cones at work sites, and may direct traffic in work area.
- Maintains: lift stations, checking and servicing equipment, rolling stock (checking fluid levels, greasing points), pumps, valves, switches and gauges, assuring proper operation. Raises and lowers manholes, hydrants, and valve boxes.

- Operates: trucks and other contractor equipment to haul materials to and from work site, and in repair / maintenance operations
- Repairs: water meters; water valves and fire hydrants; locates leaks and blockages in pipes and lines, and unfreezes meters and hydrants.
- Responds: to customer service calls, isolating service line breaks, and turns service off/on.

Special Items:

- Required to be part of on-call system during which is required to respond to emergency call on a 24-hour basis.
- May be assigned unique tasks to the department within the competency level of the other tasks described in this document.
- Overtime is expected to be occasionally required and worked including on-call.
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.

Qualifications:

- High school diploma or equivalent required.
- Mechanical ability with experience in public works, construction contracting, or mechanical field preferred.

The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional guidelines.

Equipment and Tools Used:

Hand tools, power hand tools, amperage/voltage meters, dump trucks, boom trucks, sewer cleaning equipment, backhoes and other contractor equipment , mowers, and personal computers.

Abilities:

Math - Ability to understand percentages, fractions, ratios, rates, measurements, and calculations is required.

Abilities (continued):

Reading - Ability to read and comprehend moderately complex manuals and instructions provided by vendors in support of equipment, hardware and tools. Ability to read blueprints and maps.

Writing - Ability to write instructions and communicate problems, procedures for supervision or for others who will use or operate equipment

Speaking - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using effective verbal and written communications skills.

Physical Requirements (considered moderate work/occasionally heavy):

Lifting - up to 100 pounds on an occasional basis-may use mechanical assistance.

Moving - ability to transfer/push materials up to 300 lbs by pushing or the use of lift trucks.

Movement - Ability to maneuver as necessary to use, clean, maintain, and inspect equipment, supplies, or facilities. Kneeling, stooping, reaching, climbing required.

Walking - frequently; Standing - frequently; Sitting – occasionally; Riding in vehicle - frequently

Use of hands - constantly

Reaching - frequently

Vision - near and far vision required, color vision required.

Hearing - must be able to hear and understand normal speech in same room and on phone.

Environment and Hazards:

Noise - equipment noise frequently, occasionally requiring ear protection.

Electrical hazards - frequently.

Caustic chemicals - occasionally.

Extreme outdoor temperatures - occasionally.

Moving equipment hazards - frequently.

Dangerous persons - no.

Weapons - no.

Atmosphere hazards - occasionally.

Biohazards – occasionally.

The Charter Township of West Bloomfield values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.