

## **JOB POSTING**

Sumpter Township is currently accepting applications for Department of Public Services Laborer. This position is under the direction of the Water Superintendent. Must have high school diploma, minimum S-4 State of Michigan Water Operators Certification or ability to obtain one, excellent driving record and the ability to work as a team or independently.

Please submit application, resume and cover letter to Michelle Bellingham, Human Resource Coordinator, 23480 Sumpter Road, Belleville, MI 48111 no later than 4:00 PM on January 31, 2020. Application and full job description available on our website [www.Sumptertwp.org](http://www.Sumptertwp.org)

Sumpter Township is an equal opportunity employer.

## SUMPTER TOWNSHIP

### JOB DESCRIPTION

#### DEPARTMENT of PUBLIC SERVICES LABORER

**Supervised by:** Water Director/Superintendent

This position is a full-time, nonexempt position, paid on an hourly basis; 40 hours per week and covered under AFSCME Local 1882.14

**Position Summary:**

This is a union position under the supervision of the Water Director/Superintendent. The Department of Public Services Laborer performs a wide range of functions to ensure the operations of the Water Department and Township properties.

**Essential Job Functions:**

*The employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties the employee may be expected to perform, but provides a summary for clarification as to the responsibilities of the position and expectations of the Township. To perform this job successfully, an individual must be able to perform each essential function to the satisfaction of the position's supervisor.*

- Radio read water meters on a monthly basis.
- Inspects the installation of sanitary sewer and water service lead.
- Assists in the repair of water and sewer systems, and in the cleaning of such mains.
- Installs and repair meters as needed.
- Operate a power mower, truck, tractor and other power equipment.
- Snow removal and salt walkways in winter season.
- Manual labor in a variety of Township DPS operations.
- Experience DPS workers completes routine or repetitive tasks without supervision, through work orders.
- May work in teams as necessary while working inside/under residents home or in direct contact with homeowners for safety protection.
- Maintains as needed public road right-of-way, as directed by the Water Director.
- Performs general building and grounds keeping and small maintenance duties as directed by the Water Director.
- Other related work as assigned by the Water Director.
- Is responsible for upkeep of work truck, notifying the Water Director of maintenance or repairs as needed. Because fulltime DPS workers are on call 24 hours for water main breaks and other emergencies they may drive their work vehicle home for township business only at the discretion of the Water Superintendent.
- Instructs new existing or part-time employees on proper Township procedures including but not limited to permit processing, regulations, and travel regulation.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with Township employees, residents of the Township,

representatives of other governmental units, professional contacts, elected officials and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines and in emergency situations requiring a high degree of accuracy and attention to detail.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, financial institutions, government entities and others.
- Required to handle problems and conflicts in a tactful, courteous and respectful manner.
- Ability to multitask under demands such as working with a disgruntled customer with other customers waiting and telephone activity.
- Ability to work rotating on call shift as designated by Water Director.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

Ability to obtain an S-4 State of Michigan Water Operators Certification within 18 months of hiring. High School graduate or GED equivalent. Excellent driving record. Ability to obtain chauffer's license if needed.

**Physical Demands and Work Environment:**

*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements, as set forth in the Americans with Disabilities Act and/or Michigan's Persons with Disabilities Civil Rights Act.*

The employee performing this position must be physically able to hoist a fifty-pound weight to shoulder height. Bending, stooping, crouching, and or lifting.

Noise level can be quiet to loud when operating heavy equipment.

01-2020