

VILLAGE OF KENT CITY

JOB DESCRIPTION

Position: Assistant to the Department of Public Works Manager

Reports to: DPW Manager

Status: Regular full-time employee non-exempt.

Pay: Hourly Wage.

Hours: Day begins at 7:30 a.m. or as otherwise approved by your supervisor.
Will be available at all times in case of an emergency in the absence of the DPW Manager.

General Functions:

To assist the DPW Manager and assume his responsibilities in his absence.

- Essential Functions:
- (1) Maintenance of streets and signage by Village employees (including painting curbs and crosswalks, placing and replacing signals, street cleaning and repairs, snow plowing and salting, tree and grass trimming, etc.)
 - (2) Cleaning and maintenance of storm drains by Village employees
 - (3) Cleaning and maintenance of sewer system by Village employees (including monitoring inflow, emptying the basket of sewer waste, flushing and cleaning lines, maintaining grounds around berm and irrigation fields, obtaining necessary groundwater and discharge water samples, maintaining a weekly operation and maintenance schedule for review, making appropriate records and submitting forms to government agencies, and generally maintaining efficient operations of all parts of the system)
 - (4) Care and maintenance of Village parks by Village employees (including opening in spring,

winterizing in fall, cleaning the restrooms during open season, and maintaining grounds and buildings throughout year)

- (5) General maintenance of Village buildings, grounds and equipment by Village employees (including cleaning, scheduled maintenance, obtaining parts and supplies as needed, etc.)
- (6) Oversee other staff in the absence of the DPW Manager and direction of Village President

Minor/Peripheral Functions:

Other related duties as necessary to assure efficient and orderly functioning of Department of Public Works within budgetary limitations and established policies or as requested or assigned by Village President or Village Council

Employment Requirement Specifications:

- Education: High school diploma or GED
- Experience: Experience with earth moving equipment (e.g. backhoe, etc.) required
- Technical: Skills and experience to maintain powered equipment and to manage maintenance operations. Computer experience.
- Physical: Must be able to operate and move required equipment
- Licenses: Appropriate commercial driver's license (*with air brakes*) for use of snow removal equipment and other heavy vehicles;
Class L1 – L2 sewer system operator license
Heartsaver First Aid
Industrial Lift Truck Operator's License

Preferred Competencies and Characteristics:

Should be self-motivated person able to establish priorities and willing to commit to providing services when necessary (e.g., responding to needs like snow plowing and repair/maintenance of sewer system as need arises, without regard to time of day or day of week). Should be "jack of all trades" in terms of operation and maintenance skills. Should be able to work effectively with subordinates, and Village Council, and Village residents.