

DPW MAINTENANCE WORKER CAREER OPPORTUNITY

The Village of Suttons Bay is accepting applications for a Maintenance Worker in the Department of Public Works. Applicants must have a high school diploma or GED and a combination of two (2) years of experience relating to any of the following is preferred: be able to perform daily operations and maintenance duties in all areas of Public Service including but not limited to streets, water, wastewater, general building and equipment maintenance, parks and public grounds. Perform a wide range of skilled and semi-skilled maintenance, construction and repair tasks in support of Public Service projects. Starting pay of \$18/hr. depending on qualifications, as well as an excellent benefits package. Normal work hours are 7:00 am – 3:30 pm. With rotating on call weekend schedule. Good attitude and ability to work well with others is a must. For a copy of the employment application and job description visit our website at www.suttonsbayvillage.org. Please send completed application and resume by July 20, 2020 to: Village of Suttons Bay, ATTN: Dave Miller, DPW Director, P.O. Box 395, Suttons Bay Michigan 40692

Primary Function:

Under the direction of the DPW Director, DPW staff perform a variety of tasks including water distribution and wastewater collection system routine maintenance. In addition to infrastructure, duties include parks, motor pool, and streets; the ability to operate heavy equipment, tools and other equipment as necessary; to perform various maintenance and cleaning tasks, as required, while gaining knowledge in the duties related to village operations. The following duties are illustrative and not a comprehensive list of all responsibilities. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Principal Duties and Responsibilities:

1. Maintains vehicles, equipment, parks, public amenities, and general upkeep for the various village properties.
2. Reads meters for usage of gas, power, water, and records readings; interprets readings, and reports anomalies to supervisory staff.
3. Assists with cleaning of storm drains, control floats, wet wells, sewer lines, and other utility assets.
4. Maintains grounds, facilities, and equipment within the village park system.
5. Assists with Chlorination and hydrant flushing operations.
6. Responds to after hour and/or weekend emergencies when serving in an on-call capacity.
7. Performs confined space entries upon receipt of proper certification and training.
8. Perform MISS DIG Staking of Utilities utilizing engineering plans and field measurements.
9. May be assigned Meter Reading duties as described separately.
10. Performs other related work as required and assigned.

Minimum Level of Knowledge, Skills, and Abilities Required:

1. Completion of high school or its equivalent. Post high school attendance at workshops or courses for water and wastewater is encouraged.
2. No directly-related experience is required.
3. Mechanical aptitude and some knowledge of mechanical and electrical equipment.
4. Ability to lift and carry objects weighing at least 50 lbs is a requirement of this position.
5. A valid Michigan driver's license with a good driving record and proof of auto insurance is required.
6. Must be available for on-call/emergency service if and when requested.
7. Must possess legible handwriting and have good verbal communication skills to exchange information with the public, management, and co-workers.
8. Must be able to follow written and verbal instructions and pay attention to detail.
9. Familiarity with computers and software such as, but not limited to MS Word, MS Excel, etc. is required.

Working Conditions:

Environmental aspects (weather, dust, noise, odor, etc.) play an important role in this job. Must work outdoors in all seasons and weather conditions and will perform duties at several treatment plant, collection system or distribution system locations.

Primary functions require sufficient physical and mobility to work in the field environment to walk, stand, stoop, bend, kneel, crouch, crawl, climb, twist, grasp, and make repetitive hand movement. Must climb unusual heights on ladders, lift, carry, push, and/or pull heavy amounts of weight.

Approval:

DPW Director: _____ Date: _____

Statements on all job descriptions are intended to describe the general nature and level of work being performed by people assigned to the classification. Job descriptions are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills. The employer reserves the right to change the job at any time. Village of Suttons Bay is an equal opportunity employer. We invite resumes from all interested parties including women, minorities, veterans, and persons with disabilities.

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

APPLICANT INFORMATION											
Last Name			First			M.I.		Date			
Street Address					Apartment/Unit #						
City			State			ZIP					
Phone (s)				E-mail Address							
Date Available			Last four digits of SSN		XXX - XX -			Desired Wage		\$	
Position Applied for											
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?				
Are you employed now?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, may we contact your employer?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Type of Employment Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary <input type="checkbox"/>											
EDUCATION AND OFFICE SKILLS											
High School			Address								
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>				
College or Trade School			Address								
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
Years of Typing Experience				Words Per Minute				Other Office Equipment Used			
Printer <input type="checkbox"/> Copier <input type="checkbox"/> Fax <input type="checkbox"/> Scanner <input type="checkbox"/> Calculator <input type="checkbox"/>											
Computer Software and Hardware Experience											
EMPLOYMENT HISTORY (LIST PRESENT OR MOST RECENT POSITIONS FIRST)											
Company					Phone						
Address					Name and Position of Supervisor						
Job Title				Starting Salary			\$		Ending Salary		\$
Responsibilities											
From		To	Reason for Leaving								
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>				

EMPLOYMENT HISTORY (CONTINUED)

Company					Phone		
Address					Name and Position of Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES	NO		
Company					Phone		
Address					Name and Position of Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES	NO		
Company					Phone		
Address					Name and Position of Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES	NO		

MILITARY SERVICE

Branch					From		To	
Rank at Discharge					Type of Discharge			
If other than honorable, explain								

DISCLAIMER AND SIGNATURE

I certify that I have completed this application personally and to the best of my ability and understand that this application must be filled out completely or it will not be considered in determining my employment qualifications. I understand that if I provide information not specifically asked for on this application that the application may not be further considered. This application for employment shall be considered active for 45 days from the date it is signed. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. All of the information I provided is accurate and truthful to the best of my ability. I authorize investigation of all statements contained in this application for employment as may be necessary arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the EMPLOYER. I understand that, if offered a position, I will be required to complete a physical, drug testing and criminal background checks. These items will be completed at the cost of the EMPLOYER. A failure to complete any of these items may result in withdrawal of the offer of employment.

I understand that any employee relationship with this organization is of an "at will" nature, which means that I may resign at any time and the EMPLOYER may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I agree that any claim or lawsuit relating to my service with EMPLOYER or any of its subsidiaries must be filed no more than six (6) months after the date of employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

Signature		Date	
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