

**Village of Marcellus**  
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## Department of Public Works (DPW) - Job Description

### Purpose

Under the direct supervision of the Village President/Manager/Street Administrator performs general labor in support of a wide range of public works projects to maintain and upgrade the Village's infrastructure. Activities range from roadwork, utility system maintenance, grounds keeping, facilities maintenance and related work. The position maintains high-quality essential services, provides programs, services or assistance to the community which promotes and encourages safe, comfortable living conditions and encourages local ordinance compliance.

### Essential Functions

An employee in this position may be called upon to accomplish any of the following functions/tasks, as well as other assigned duties. These examples do not include all of the duties which the employee may be expected to perform. To perform the job successfully, an individual must be able to perform each essential function satisfactorily.

- Adhere to all safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations.
- Maintain daily log of projects and equipment, vehicles and materials used.
- Meticulous daily, weekly and monthly "checks" for accuracy and to record, manage and test water pumped, chemical additives including, chlorine and phosphates and test for bacteria and iron levels.
- Taking monitoring samples for EGLE.
- Regular checking and recording of information related to flow of raw sewage and discharge of effluent and maintenance of sewer lift-stations.
- Winter street & sidewalk maintenance including, snow plowing, sanding/salting, etc.
- General maintenance of buildings and equipment, washing and waxing, oil changes, lubing, etc.
- Provide manual labor in support of the regular maintenance and special projects related to Village streets, sidewalks, parking lots, alleys and related infrastructure. Labor may involve patching, curb repair and constructions, manhole maintenance, tree trimming, brush and leaf removal, mowing, weed trimming, raking, concrete pouring, street cleaning, general building and grounds maintenance, including cleaning, painting and minor repair, in addition to other projects as assigned.
- Provide maintenance support and special projects associated with Village utility infrastructure. Labor may involve installing, repairing, flushing and maintaining water mains and lines, storm and sanitary sewer lines, fire hydrants and water meters. Participates in regular meter reading activities and shut-offs.
- Performs general and skilled maintenance and custodial tasks on Village buildings and facilities. Cleans Village DPW buildings and facilities and completes basic repairs.
- Provides manual labor in support of general grounds keeping and special landscaping projects including mowing, trimming, planting, mulching, tree trimmings, leaf pick-up, brush pick-up, storm clean-up and other activities as required. Maintain parks and associated facilities as directed.
- Under adequate supervision, operates vehicles and trucks of various sizes and weights and a variety of public works equipment such as dump truck, tractor, mower, blower and others.

- Represents the Public Works Department by establishing and maintaining effective relationships with the public and other employees. Responds to public inquiries and refers complaints to the Village President, Village Manager or Street Administrator.
- Assists with special events and seasonal projects. Puts up holiday and other decorations, places barricades and prepares Village buildings, parks and grounds.
- Responds to emergencies and is available on a stand-by basis, at night or on weekends or holidays, as operational needs demand.
- Knowledge and ability to proficiently use computers and related technology for the preparation of and maintenance of records for local, state, and federal reports pertaining to Public Works activities related to the care and maintenance of the Village's various infrastructure elements, including sanitary sewer system, storm sewer system, water system and other related elements.
- Perform special projects and tasks as assigned.

#### Required Knowledge and Skills for the Street Department, Water Department and Sewer Department

- Prior to employment, must be able to pass a drug test.
- Commercial Driver's License (CDL) 'B'.
- Experience with heavy equipment such as a plow truck, skid steer, back-hoe and loader.
- Knowledge of safety procedures and precautions involved in equipment operation, maintenance work and confined space entry.
- Knowledge of tools, materials and equipment used in repair and maintenance or infrastructure systems.
- Skills in the use of public works vehicles, equipment, tools and materials utilized in public works projects.
- Skills in completing a variety of construction, repair, custodial and maintenance tasks.
- Ability to effectively communicate, understand instructions and follow directions.
- Ability to establish effective working relationships, use good judgement, initiative and resourcefulness when dealing with other employees and the public.
- Ability to work effectively under stress, with changes in work priorities and in emergency situations.
- Responding to unscheduled call-ins on weekends and after working normal hours is expected. - Customer service and complaint management.
- Ability to read/understand blueprints for the location of essential services, etc.
- Basic plumbing skills are required for removing or replacing water meters, service lines, etc.
- Hand digging.
- Basic computer skills, including *Excel* and *Outlook*.
- Continuing Educations Credits are required to maintain licenses.
- Other duties as prescribed.
- Requires an S-3 and D3 Water Operators License (Village will provide training if necessary).
- Basic math skills are essential.
- Special inspections and maintenance of water/fire hydrants.
- Requires an 'L-1' Sewer Lagoon Operators License (Village will provide training if necessary)
- Regular checking and recording of information related to flow of raw sewage and discharge of effluent.
- Maintenance of sewer lift-stations.

#### Physical Expectations

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends the majority of their time in the field at various public works project sites. This may include sites with uneven terrain, requiring the employee to traverse rough ground, climb up or crawl down and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites and public maintenance activities.

While performing the duties of this job, the employee is regularly required to communicate with others, in person and by telephone and travel to other location. The employee's environment can range from an office or garage setting to situations including confined spaces. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertions associated with completing public works projects requiring pulling, pushing, lifting and other forms of physical exertion. Employees are frequently required to lift up to 75 lbs. to their waist and 25 lbs. above head, with frequent bending, stooping, reaching, climbing, kneeling, walking and driving.

The employee is frequently required to use sight, physical strength and manual dexterity to complete projects and may frequently be exposed to outside weather conditions, high places, confined spaces, fumes or airborne particles, toxic or caustic chemicals, including chlorine, bio-hazardous materials and blood-borne pathogens, risk of electric shock, vibration and other physically demanding situations. The noise level in the work environment can range from quiet to very loud.

The employee will be exposed to daily weather changes, including inclement weather, temperature changes and public pedestrian and vehicular traffic. Exposure to material and equipment that requires specific and detailed safety standards for physical safety to self and others as provided in a standard body of safety rules and regulations.

"The Village of Marcellus is an equal opportunity employer and provider."