

# CITY OF HASTINGS JOB DESCRIPTION

## OPERATOR 2 - DEPARTMENT OF PUBLIC SERVICES

**Supervised By:** Superintendent in assigned area

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

### **Position Summary:**

Under the supervision of the Superintendent of Streets & Construction or the Superintendent of Utilities performs manual and semi-skilled tasks related to the operation, maintenance, and repair of the City of Hastings infrastructure. Operates and maintains trucks, tractors, front end loaders, and other mechanical and power-driven equipment.

### **Essential Job Functions:**

An 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 which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

### **IF ASSIGNED TO DPS:**

1. Receives daily work assignments, estimated timetable for completion, and materials and equipment allocations from Superintendent.
2. Operates a variety of hand and power-driven tools in the performance of such tasks as installing and repairing water mains, water service lines, sanitary sewer mains, fire hydrants, and other assets. Repairs and cleans sewer lines, plants and maintain lawns, trims trees, patches and replaces sidewalks and pavement, install and repair traffic signs and markings and performs snow removal.
3. Operates trucks, tractors, skid steers, and other motorized equipment.
4. Assists in all aspects of operation, maintenance, and repair on all City buildings and related ground facilities.
5. Assists in maintaining park restrooms and facilities.
6. Maintains landscape. prepares and plants vegetation beds, flowers, shrubs, and other vegetation and winterizes plant and bedding materials.
7. Collects and disposes of rubbish, brush, leaves.

8. Maintains and performs minor repairs on City buildings and related ground facilities.
9. Maintains and performs minor repairs on vehicles, mechanical equipment and power tools.
10. Loads and moves materials, furniture, and equipment.
11. Operates two-way radio communications equipment.
12. Installs and maintains park and playground equipment and parks grounds.

**IF ASSIGNED TO UTILITIES:**

13. Assists in all aspects of water treatment and wastewater treatment, including the performance of lab procedures and other related work as required.
14. Operates control panels, pumps, blowers, mechanical equipment, valves, and other related equipment as required.
15. Assists in some aspects of the sanitary sewer collection system including lift station, and township step system operation, maintenance and repair and other related work as required.
16. Assists in some aspects of the water department including meter reading, meter replacement, water shut offs and other related work as required.
17. Responsible for understanding, implementing, and following EGLE permit, report, and procedure requirements.
18. Performs related work as required.

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

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma.
- The City, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Commercial Driver's License B with air brakes endorsement.

- Familiarity with construction materials, equipment, and supplies used in public works activities.
- Knowledge of basic mechanical repair tools and procedures, and skill in applying them in maintaining and making minor repairs to a variety of vehicles, mechanical equipment, and power tools.
- Knowledge of basic laboratory equipment, procedures, and skill in applying them to successfully sample, test, correlate and report.
- Knowledge of safety practices, tools, procedures and materials utilized in common public works maintenance and repair operations, and skill in applying them in regular and emergency assignments in a safe and efficient manner.
- Knowledge of basic tools and procedures of basic carpentry, painting, plumbing, and cement finishing, and skill in applying them in maintaining and making minor repairs to City buildings and related facilities.
- Ability to learn computer programs or technical devices used by the department at an operational level.
- Ability to assemble data and to prepare clear and accurate reports.
- Ability to critically assess situations, solve problems and work effectively within deadlines and changes in work priorities.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, project contractors and the public.
- Ability to respond to emergency situations on a 24-hour basis.

**Physical Demands and Work Environment:**

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.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear and view and occasionally create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc. and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, if needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee works near moving mechanical equipment, and may be exposed to fumes, dust, airborne particles, hazardous materials, vibrations and moving mechanical parts. The noise level in the work environment is sometimes moderate but can frequently be loud.

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*The City of Hastings provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*