

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

| JOB DESCRIPTION | |
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| <i>OPERATOR 2 – DEPARTMENT OF PUBLIC SERVICES</i> | |
| Supervised by: | Superintendent of Streets and Construction, or their assigned representatives. |
| Supervises: | No supervisory responsibilities. |
| General Summary: | Under the supervision of the Superintendent of Streets and Construction, or their assigned representative performs manual and semi-skilled tasks related to the operation, maintenance, and repair of the City of Hastings Public Works facilities. Position responsibilities include the operation and maintenance of trucks, tractors, front end loaders, and other mechanical and power-driven equipment, and the performance of the essential job functions described below, as appropriate for the position. |
| Essential Job Functions: | |
| 1 | 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 related equipment, repair and clean sewer lines, plant and maintain lawns, trim trees, patch and replace sidewalks and pavement, install and repair traffic signs and markings. |
| 2 | Operates trucks, tractors, front end loaders, graders, backhoes, excavators, sweepers, vactors, and other motorized equipment. |
| 3 | Assists in all aspects of operation, maintenance, and repair on all City buildings and related ground facilities. |
| 5 | Assists in all aspects of water treatment and wastewater treatment, including the performance of lab procedures and other related work as required. |
| 6 | Assists in maintaining park restrooms and facilities. |
| 7 | Maintains and performs minor repairs on vehicles, mechanical equipment, and power tools. |
| 8 | Loads and moves materials, chemicals, furniture, and equipment. |
| 9 | Operates two-way radio communications equipment. |
| 10 | Prepares and plants vegetation beds, flowers, shrubs, and other vegetation, winterize plant and bedding materials. |
| 11 | Installs and maintains park and playground equipment and park grounds. |
| 12 | Performs other work as required. |
| Required Knowledge, Skills, Abilities and Minimum Qualifications: | |

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| <input type="checkbox"/> | Some high school coursework is required; a high school diploma or GED is preferred. |
| <input type="checkbox"/> | Possession of a Class "B" Commercial Driver's License with air brakes endorsement valid in the State of Michigan at time of hire or within 6 months of hire. |
| <input type="checkbox"/> | Knowledge of MDOT traffic regulations and equipment operation procedures and practices, and skill in applying them in completing regular and emergency assignments in a safe and efficient manner. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Familiarity with standard construction specifications, construction methods and materials. |
| <input type="checkbox"/> | Skill in making basic mathematical calculations, and in following written and oral instructions. |
| <input type="checkbox"/> | Skill in establishing and maintaining effective working relationships, and use good judgment, initiative, and resourcefulness when dealing with employees, vendors, contractors, and the general public. |
| <input type="checkbox"/> | Skill in handling customer complaints and upset or irate citizens. |
| <input type="checkbox"/> | Mental aptitude and physical coordination required to operate complicated mechanical equipment. |
| <input type="checkbox"/> | Strength and physical condition sufficient to perform hard labor involving the operation of air hammers, heavy lifting, shoveling, utilization of other hand tools, and working in excavations. |
| <input type="checkbox"/> | Skill in compiling and maintaining maintenance data. |
| <input type="checkbox"/> | Ability to lift and carry 50 pounds over uneven terrain. |
| <input type="checkbox"/> | Ability to work effectively under stress, in emergencies, and during non-standard hours. |
| <input type="checkbox"/> | Ability to travel to various locations within the city and into the Townships. |
| <input type="checkbox"/> | Ability to walk, crawl, climb, and maneuver where physical mobility is required to complete duties. |

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| □ | One year of related experience is preferred. |
| Physical Demands and Work Environment: | |
| <p>The physical demands and work environment characteristics described here are representative of those an employee is likely to encounter while performing the essential job functions of this position. While performing the essential job functions of this position an employee is regularly required to communicate with others in person and on the phone. The employee is frequently required to perform work in the field and may be exposed to adverse weather conditions. An employee is occasionally required to lift and/or move items of considerable weight. An employee is occasionally required to carry 50 pounds over uneven terrain for short distances. An employee is periodically exposed to working in traffic situations where safety practices will be required. The noise level in the work environment is moderate and can occasionally be very loud.</p> | |
| Date Created: 10.15.2001 | |
| Dates of Revision: 11.22.2005; 01.01.2007; 06.01.2008; 05.01.2011; 05.01.2012; 03.16.2022 | |
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