

City of Iron River

Position Description

DPW Generalist

Unit: Department of Public Works

REPORT TO: DPW Superintendent and DPW Foreman

Position Summary:

Under the general supervision of the DPW Superintendent and Foreman, assists with the provision of public utility services, maintaining property of the public, and insuring vehicular mobility on the public road system in the City.

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.

1. Under the supervision of the Superintendent and Foreman, works to provide public utility services, maintains our roadways and other vehicle and pedestrian passages for safe use, and maintains our public property and buildings for safe enjoyment and use.
2. Has working knowledge of the operations of water service, sewer service, and road maintenance.
3. Has knowledge of the proper procedures in buildings, property, and land maintenance.
4. Is responsible for the daily operation and maintenance of the water system, sewer system, City streets, City parks, City vehicles, City grounds, and City buildings.
5. Establishes a proactive approach to public relations with contacts with citizens and community.
6. Performs related work as required or other duties as assigned by the Superintendent or Foreman. Is available for emergency assistance on an on-call basis. Some after hour and weekend work is 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.

- Graduation from an accredited High School.
- Must possess general mechanical and operational skills.
- Must possess basic knowledge of and ability to operate all equipment.
- Is familiar with knowledge of the best practices, procedures, methods, and techniques associated with modern public services provision.
- Has knowledge of local, State, and Federal statutes, regulations and procedural requirements governing public services activities.

- Skilled in effectively communicating ideas and concepts. Must be able to communicate in English, both verbally and in writing.
- Skilled in the use of standard office equipment, including computers and related software, and the operation of heavy equipment, and other equipment used in the performance of duties.
- Ability to exercise good judgment, initiative and resourcefulness in maintaining effective working relationships with the public, the media, and City officials, administrators and employees.
- Ability to work shifts of varying lengths and different times of the day, including weekends and holidays as necessary.
- Must have reliable transportation, a valid Michigan Class B CDL with Airbrakes endorsement within 60 days of hire, and a clear driving record. Must have a personal phone or reliable access to messages at all times.
- Physical requirements include but are not limited to, bending, lifting up to approximately 80 pounds, and the use of equipment. The position also requires sedentary activity, reading, computer utilization, and other office functions requiring digital dexterity.

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's environment can range from an office setting to highly dangerous situations. Physical demands, therefore, range from sitting in an office or vehicle to exercising the strength, mobility, dexterity and stamina associated with job duties. The employee is regularly required to communicate with others in person and on the telephone or radio, to use sight to review documents, to assess public safety scenes and emergencies, and must regularly travel to other locations.

While performing the duties of this job, the employee may be exposed to adverse weather conditions, extreme heat, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives and other dangerous situations. The noise level in the work environment can range from quiet to very loud. Work will include intermittent performance of extremely physical demanding effort typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, climbing, and that may involve the lifting, carrying, pushing, or pulling extremely heavy objects (200 plus pounds).

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