

# **City of Milan – Department of Public Works**

**Job Title:** Department of Public Works, Maintenance I (Part-time position)

**Supervised by:** Superintendent of Public Works; Director of Public Works

**General summary:** Operates medium and heavy-duty equipment and performs a broad range of manual labor and skilled maintenance functions within the Department of Public Works.

## **Description of duties and responsibilities related to this position:**

Works with the Department of Public Works team in the following duties:

1. Maintain and repairs roads infrastructure including cold patching, crack sealing, line painting, sign maintenance etc...
2. Performs semi-skilled maintenance and repair tasks involving carpentry, plumbing, mechanical and electrical skills.
3. Participate in snow and ice removal, primarily on City sidewalks and parking lots but also on roads as needed.
4. Placement of barriers, barrels, cones and other traffic control devices.
5. Remove and dispose of residential natural waste (Loose leaf pick-up and curbside brush chipping).
6. Maintain, plant, and remove trees and other landscaping elements on City owned properties and road right-of-ways.
7. Assist in projects involving the repair and maintenance of underground water and wastewater utilities (traffic control, driving truck, etc...)
8. Other duties as assigned

## **Essential Knowledge, Abilities and Experience**

- Must have high school diploma
- Must hold a valid Michigan Driver's License (Commercial Driver's License with an air brake endorsement preferred).
- Ability to complete related work orders in a timely and professional manner.
- Ability to work in a variety of conditions (trenches, ladders, scaffolding, confined spaces, extreme weather conditions)
- Ability to perform skilled maintenance and repair tasks involving carpentry, plumbing, mechanical, electrical, and road construction.
- Ability to follow direction, yet capable of decision making related to the job at hand.
- Ability to work cooperatively with other employees in a variety of conditions.
- Ability to work unsupervised.
- Ability to lift 50 pounds.
- Ability to perform tasks at ground level, shoulder level, and over the head heights.
- Knowledge of safety procedures and precautions involved in equipment operation and various working conditions.
- Perform other duties as necessary and required, including temporary work within other departments.

**Pay Scale:** \$13.00 - \$15.00 / hour

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified. The City of Milan is an equal opportunity employer, which does not discriminate on the basis of race, creed, color, age, sex, religion, disability or national origin. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Any combination of experience and education that meets the minimum requirements may apply.

**Hiring process:**

Submit completed application to:           City of Milan  
  Attn: DPW Director  
  147 Wabash St.  
  Milan, MI 48160

Applications will be accepted thru June 23, 2017.

At that time, we will review all applications and call those qualified for oral interviews.

Upon successful completion of the process, the chosen applicant will be subject to a driving record check, criminal history check, and drug screen/physical.