



JOB POSTING

JOB TITLE: Department of Public Works, Maintenance II – III

GENERAL SUMMARY:

Cleans and maintains public facilities, operates medium and heavy-duty equipment and performs a broad range of manual labor and skilled maintenance functions within the Department of Public Works.

SALARY:

MTCE II starting wage is \$17.39 per hr. A MTCE II does not possess a CDL W/Air Brake endorsement. A new hire will have 6 months to obtain a CDL W/Air Brake Endorsement.

MTCE III starting wage is \$19.87 per hr. A MTCE III possesses a CDL W/Air Brake Endorsement.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Minor repairs and preventative maintenance of City owned buildings and facilities.
- Perform maintenance and repair functions on the City's road system; including asphalt patching, crack sealing, lane striping, sign maintenance, minor traffic signal repairs etc.
- Performs semi-skilled maintenance and repair tasks involving carpentry, plumbing, mechanical and electrical skills.
- Participate in snow and ice removal, primarily on City roads and parking lots but also on public sidewalks as needed.
- Placement of barriers, barrels, cones and other traffic control devices for Special Events and Utility Repairs
- Remove and dispose of residential yard waste: including bulk loose-leaf pick-up and curbside brush chipping.
- Maintain, plant, trim, and remove trees and other landscaping elements on City owned properties and road right-of-ways.
- Assist in projects involving the repair and maintenance of underground water and wastewater utilities (traffic control, excavation, driving truck, etc.)
- Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Must have high school diploma

- Must hold a valid Michigan Commercial Driver's License (CDL) with an air brake endorsement or obtain within 6 months of employment.
- 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 directions, 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.
- Available to work overtime hours
- Available for Emergency after hours call-ins
- Ability to perform tasks at ground level, shoulder level, below ground level, and over the head heights.
- Adhere to OSHA safety regulations and precautions involved in equipment operation and various working conditions.
- Perform other duties as necessary and required, including temporary work within other departments.

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.

Applicants must complete a City Employment Application. The application may be found at:

https://www.milanmich.org/document_center/Departments/Human%20resource/City_of_Milan_Employment_Application.pdf

Applicants may submit a fully completed employment application to City Hall, 147 Wabash St., Milan, MI, Monday - Friday 8:00 AM to 4:00 PM.

Posted: June 9, 2021