

Village of Cassopolis

JOB TITLE: PUBLIC WORKS CREW MEMBER

PAY CLASS: Union

DEPARTMENT/DIVISION: Public Works including Streets, Water, Sewer, CAUA and Cemetery

Supervisor: Receive direction from the Public Works Superintendent, Village Manager (in the absence of the Superintendent, Public Works Crew Director or his /her designee).

Supervision Given: None

JOB DUTIES

ESSENTIAL FUNCTIONS:

Take direction to help plan the activities of the Public Works Department including water/waste water, traffic operations and street maintenance.

Responsible for working on job sites for various projects.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Awareness of Federal, state, local, Village and other applicable environmental and safety statutes, ordinances, and codes.

Operates a motor vehicle to assist in carrying out the business of the department and the Village.

Attendance at work is an essential function of this position.

A crew member may be called upon to read water meters, tend to lift stations, respond to call – out for emergency and non-emergency call-outs.

NON-ESSENTIAL FUNCTIONS:

Provide for the maintenance of Village vehicles.

Mow Village property as well as respond to code violations where a crew member may have to mow the lawn of a resident that is in violation of the Village Code. When an employee is sent out to mow a residential property, the employee will use their Village issued cell phone to take a picture of the lawn before and after mowing and send that to the Crew Director for documentation.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

High School Diploma or Equivalent Degree

Extensive background checks required.

Valid driver's license with acceptable driving record. Prefer to possess a Commercial Driver's License (CDL). If an employee does not have a valid CDL license, operating some of the equipment is not allowed, therefore the employee must be accompanied by another Crew Member, Director or Superintendent.

Ability to deal effectively and cooperatively with councils, commissions, boards, other departments and agencies, and the general public.

Ability to establish and maintain effective working relationships with other employees, government officials, and the general public.

Ability to work under stress and handle stressful situations.

Ability to operate tools and equipment listed.

Knowledge of the water and sewer distribution system.

TOOLS AND EQUIPMENT USED:

Motor vehicle; phone; copy and fax machine, loader, bobcat, pumper/jet truck, lawn mower, weed trimmer and plow.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment for the Employee will be inside and outside work in warm or cold weather.