

**HOLLAND BOARD OF PUBLIC WORKS
NOTICE OF JOB POSTING**

Friday, January 20, 2012

DEPARTMENT: Utility Services
JOB TITLE: Service & Maintenance I
GRADE RANGE: \$16.72 - \$20.32**Job Summary:**

This position is responsible for semi-skilled manual work related to the construction, operation, maintenance, and servicing of the water distribution and wastewater collection systems. Work involves tasks requiring manual skill and dexterity and use of skills in equipment operation. Work is performed under general supervision of the Service & Maintenance Supervisor.

Responsibilities:

- Perform general maintenance work in the water distribution & wastewater collection system.
- Operate tools and equipment necessary for the operation, maintenance, and construction of the water distribution and wastewater collection systems including, but not limited to: backhoe, air compressor, jack hammer, saws, pumps, hand tools, boom truck, forklift, dump truck, sewer cleaning and TVing trucks, generators, hydraulic pipe cutters, compactors, pumps, tapping machines, testing equipment.
- Assist in the routine inspection and cleaning of sanitary sewer lines while operating necessary equipment and vehicles.
- Assist in the repair and/or replacement of sanitary sewer manholes and broken sewer lines and helps with the maintenance of sewage lift stations.
- Assist in the installation and repair of water mains, water services, hydrants, valves, and other equipment used in the water distribution system. Also helps with the maintenance of water reservoirs and pumping stations.
- Install, read, repair or remove water or sewer meters and related equipment in residential, commercial and industrial settings.
- Respond to and assist in various customer service needs and complaints, or collect unpaid utility bills.
- Assist with the repair and maintenance of facilities, equipment, vehicles, tools, etc.
- Assist in locating underground piping, and update and maintain records for water/wastewater systems.
- Assist inspection of sewer and water main or service installations and record accurate measurements and details.
- Collect, record, and report relevant data.
- Performs other duties as assigned.

Qualifications:

- Working knowledge of tools, equipment, methods, and materials used in the water distribution and wastewater collection systems.
- Possession of a valid Michigan Commercial Driver's License (CDL) or the ability to acquire within 60 days upon entering the department.
- Ability to work well with others in a team environment.

- Ability to acquire skill in operating various types of equipment used in water distribution and wastewater collection.
- Ability to acquire and maintain a Forklift Operator Certificate from the Holland BPW.
- High school diploma or equivalent.
- Interpersonal skills necessary to provide courteous and accurate information and responses to internal and external customers.
- Ability to perform physical labor involving lifting, pulling, pushing and carrying heavy loads (+50 pounds) and working in all types of weather conditions.
- Must live within 20 miles of municipal boundaries.
- Working knowledge of basic computer skills for data retrieval and entry.
- Possess manual dexterity to install, maintain and operate all equipment in the water distribution and wastewater collection systems.
- Experience in construction and equipment operation is preferred.
- A Waterworks System Operator S-4 Classification License from the State of Michigan is highly desired.
- Achieve a minimum skill level of 3 on WorkKeys Workplace Observation.
- Achieve a minimum skill level of 4 on WorkKeys Reading for Information.
- Achieve a minimum skill level of 4 on WorkKeys Locating Information.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties the assigned to or required of this position.

Bid applications will be accepted through Tuesday, January 24, 2012.

Please return fully completed BPW Employee Job Bidding Application forms to the BPW Human Resources Department.