



**City of the Village of Douglas
Job Opportunity
Department of Public Works
Equipment Operator - Laborer
Full-Time Starting Salary \$21-\$22 per hour**

The City of the Village of Douglas is seeking a full-time equipment operator, general laborer, to work under the supervision of the Department of Public Works Director. The individual performs a variety of physical labor, construction, maintenance, and other activities using all the department's equipment either as a direct operator or assisting in the operation. Under supervision, the individual completes tasks as assigned using methods and procedures as set forth by the department. As needed, the individual will be subject to working on Saturday, Sundays, holidays, and after regular work hours. See attached for a complete list of essential job functions and requirements.

Interested parties can submit their resume to Laura Kasper, Douglas City Clerk, by October 26, 2023, or until the position is filled. Please call 269-857-1438 ext. 106 with questions.

Physical Address:
86 W Center St.
Douglas, Mi 49406

Mailing Address:
PO Box 757
Douglas, Mi 49406

Email Address:
clerk@douglasmi.gov

The City of Douglas is an equal opportunity employer.



City of the Village of Douglas
Job Description
Equipment Operator - Laborer
Full-Time Starting Salary \$21-\$22 per hour

Position Summary: This is an equipment operator, general laborer position under the supervision of the Department of Public Works Director. The individual performs a variety of physical labor, construction, maintenance, and other activities using all the department equipment either as a direct operator or assisting in the operation. Under supervision, the individual completes tasks as assigned using methods and procedures as set forth by the department. As needed, the individual will be subject to working on Saturdays, Sundays, holidays, and after regular work hours.

Supervises: No direct supervision unless assigned on a temporary basis by director or supervisor, for example: part-time or seasonal employees.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential functions. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Maintains and operates specialized equipment, such as front-end loader, backhoe, grader, street sweeper, chipper, leaf vac, chain saw, lawnmower, pickup truck, dump truck, paint sprayers, etc.
2. Operates four-wheel drive trucks and snowplowing equipment with salter, etc.
3. Operates equipment in the construction and repair of streets, sidewalks, curbs, catch basins, storm sewers, and parks.
4. Monitors, maintains, repairs, and adjusts equipment to ensure safe and efficient operations.
5. Performs a routine visual inspection of assigned vehicle and equipment, and refers obvious defects and needed repairs to supervisor, prior to the execution of daily tasks.
6. Performs routine equipment maintenance activities, changing oil and filters, tightening bolts and screws, checking tires, batteries, and lubricating moving parts. Notifies the

supervisor when brakes may need adjustment, and when wheels may need to be aligned.

7. Cleans and maintains cleanliness standards for vehicles and equipment as assigned.
8. May assist with or perform one or more skilled trades, such as cement forming and finishing, equipment maintenance, carpentry, landscaping, and gardening.
9. Keep all park buildings and grounds clean, sanitary, and neat which may require janitor-type responsibilities.
10. Installs and maintains street signs, paints equipment, crosswalks and parking lines, rebuilds/constructs structures such as sidewalks, street curbs, guard rails, manholes, drainage basins, and similar items.
11. Performs regular laborer duties such as mowing grass, raking leaves, removing trees, lawn seeding, ball field maintenance and marking, facility/play equipment repair, maintenance and installation, snowplowing, shoveling, cement repairs, patching of streets, salting, drainage maintenance, brush and leaf pickup, park maintenance, etc.
12. Responds to staff, resident, and vendor calls as required, and must display a good attitude toward the public at all times.
13. Removes hazards from streets such as trees, trash, chemical spills, and vehicular accident materials.
14. Places and removes emergency street signs and barricades.
15. Performs or assists with set up and take down of community event-related materials, flags, lights and displays.
16. Prepares parks and public buildings for public and private activities.
17. Responds to complaints by citizens in a courteous manner, attempts to resolve complaints within the scope of their authority; and explains actions and resolutions to director.
18. Routinely scheduled to be on-call for handling weekend and holiday duties and emergencies as needed.
19. Maintains proper radio or other communications with the office and director to receive or report variances to standard operations.
20. Ensures that proper safety precautions are followed.
21. Performs related work as assigned within the general knowledge, skills and abilities set forth.

This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Required Knowledge, Skill, Abilities and Minimum Qualifications: The requirements listed below are representative of the minimum education, skills, abilities, qualifications, and experience necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection and promotional criteria.

Education Requirements include the following:

- A high school diploma or equivalent
- Two years of experience in a similar position, or equivalent combination of experience and training
- Ability to read and write instructions, standard operating procedures, and safety manuals

Experience Requirements include the following:

- Knowledge of basic building maintenance and repair including plumbing, electrical, and masonry
- Knowledge of general lawn, tree, and gardening maintenance skills
- Knowledge of basic chemical compounds, gases, and mixture hazards
- Working knowledge/experience with heavy and light equipment as noted above including pumps, hydraulics, or shaft-driven equipment
- Ability to operate heavy equipment with precision
- Ability to perform the operation and care of equipment
- A safe driving record

Other General Requirements include the following:

- Possess and maintain a valid Michigan driver's license with a CDL Class B with air brake endorsement or ability to obtain in 90 days of start of employment
- Ability to work alone or in a small work group
- Ability to communicate with citizens and supervisor to discuss work activity
- Ability to establish and maintain effective working relationships with director, supervisor, co-workers, municipal officials, and the general public
- Capable of adapting to changing team members and changing assignment

Physical Demands and Work Environment: The physical demands and work environment characteristically described here are representative of those an employee encounters while performing the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee's environment can range from an office setting to extremely dangerous outside conditions. Physical demands, therefore, range from sitting in an office or vehicle to potential physical exertion associated with being a laborer.

- Ability to access and input information into a computer
- Ability to lift and transport equipment weighing 45 pounds

- Ability to climb ladders
- Ability to sit, talk, hear, stand, and walk for extended periods of time
- Ability to use manual dexterity to type or write; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop kneel, crouch, or crawl; taste or smell
- Ability to visually review written documents and illustrations; color vision; peripheral vision; depth perception and ability to adjust focus
- Possession of the necessary physical capabilities to safely perform duties
- Ability to maneuver rough terrain, work with arms extended above head for long periods of time and work in a biological atmosphere, confined space, or close quarters
- Ability to remain outdoors in the field for extended periods of time

Working Conditions:

- Works in strenuous physical conditions to include extreme cold or heat, inclement weather, and night conditions for periods in excess of 8 hours
- Exposure to material and equipment that requires specific and detailed safety use to prevent physical injury to self and others as provided in safety rules and regulations
- The noise level is usually moderate to loud, ranging from quiet to moderate in the office to potentially loud and volatile situations
- Exposure to high, precarious places, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock, explosives, risk of radiation, and vibration