

VILLAGE OF PARMA
117 W. Main
PO Box 127
Parma, MI 49269

DPW/MAINTENANCE WORKER JOB DESCRIPTION



FSLA Status: Non-Exempt

Supervisor: Village Office/Board

Supervises: None

Description:

Under the direction of the Village Office and Village Board, the DPW worker provides general and skilled labor in support of a wide range of maintenance and repair projects for public land, park/playground, village facilities maintenance, motor pool/equipment operations and maintenance, snow plowing and removal, and other related duties as assigned by Village office and Board.

Responsibilities and Duties:

- Check village for leaf and bag pick up daily.
- Check garbage bins at the park to see if they need emptied daily.
- Check for brush around the village to be removed or chipped daily.
- Check with street administrator and village office for any repairs / extermination that need to be done at the park/playground at least once a week.
- Plow / Salt / Maintain village streets as needed.
- Maintain village owned property (real estate and grounds) by keeping them in a neat and orderly appearance as needed.
 - “As Needed” means when DPW employee and/or Village Office/Board sees that areas are becoming cluttered, unsafe and are failing to appear orderly.
- Clean street drains and remove leaf, weeds, grass and other debris removal.
- Paint fire hydrants
- Mow Park, playground, and Fulton Street middle section (Village Property) and other village areas:
 - Mow pump house
 - Mow lagoons
 - Weed whip fire hydrants
- Clean catch basins and grates on storm drains especially during and after a storm
- Chip brush
- Haul leaves
- Plow streets
- Salt streets
- Help with Village Christmas lights (repairing, putting up and taking down)
- Shovel village and library sidewalks (Office & Park)
- Pick up any trash in Park/Playground and empty trash bins daily as needed.
- Maintain and repair picnic tables, equipment, and structures in the village park/playground
- Patch holes in streets
- Office and DPW building maintenance
- War Memorial Flagpoles and flag maintenance and proper disposal of damaged flags.
- Place, remove and maintain flags on Main Street.
- Maintain DPW equipment and vehicles with routine maintenance schedule.

REQUIRED QUALIFICATIONS FOR EMPLOYMENT FOR DPW/MAINTENANCE WORKER:

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience.

- Must have a Class B Michigan Driver’s License to start
- Must pass a drug test and background check at the Villages request.
- Approximately 35 hours per week (primarily Monday thru Friday 8:00am – 3:00 pm)
- On Call when necessary (mostly in the winter)

- Knowledge of the procedures and practices for operating and maintaining assigned vehicles and mechanical equipment.
- Knowledge of safety procedures and precautions involved in various public work projects and equipment operations.
- Skill in operation of assigned vehicle, mechanical equipment, and power tools.
- Skill in establishing and maintaining effective working relationships with Village Office/Board, residents and Water/Sewer contracted employees.
- Required training includes high school diploma or equivalent. Background experience or training in general repair and maintenance of equipment and building trades.
- Class B or higher Michigan endorsed driver's license.

Board Approval of job description as of (date): _____

I have read, acknowledge, and understand the job description and its detailed responsibilities as presented.

Employee: _____

Date: _____

Witness: _____

Date: _____

Please call the office at 517-531-4785 and ask for Janie or Joanne. Fax resumes to 517-531-5179.