



PITTSFIELD CHARTER TOWNSHIP EMPLOYMENT OPPORTUNITY

APPLICATIONS ARE AVAILABLE ON OR ONLINE AT www.pittsfield-mi.gov

<u>Position Number:</u>	2012-002
<u>Position Title:</u>	Utilities Specialist
<u>Department:</u>	Department of Utilities & Municipal Services (UMS)
<u>Supervised by:</u>	Utilities Foreman, Assistant Foreman and Director of UMS or designee
<u>Supervises:</u>	No supervisory responsibility
<u>Position Type:</u>	Full Time
<u>Salary Grade:</u>	\$16.21 to \$17.42/hour (AFSCME Labor Contract)

Position Summary:

Under the direction of the Utilities Foreman, Assistant Foreman and Director of UMS, performs skilled maintenance associated with utilities system infrastructure and repair. Performs routine, preventative and emergency construction, repair and maintenance of equipment, lines and devices in the utilities and drainage systems. Also may function in the role of Utilities team leader on field projects where the Foreman is not present. Serves in an on-call rotation with other departmental personnel in case of a utility emergency after hours. May be required to assume the daily field duties of the Foreman and/or Assistant Foreman if that person is unavailable.

Minimum Qualifications:

- A high school diploma or the equivalent, supplemented by vocational training in utilities maintenance and repair, construction or a related field.
- Associate's degree and or continuing education preferred.
- Required to actively pursue, obtain, and maintain a State of Michigan S-3 classification.
- Two or more years of experience as a semi-skilled laborer in public works, utilities, or general construction trades.
- A Michigan Vehicle Operator's License and State of Michigan Commercial Driver's License (CDL) with the appropriate endorsement(s) and requirements, or the ability to obtain one upon hire.
- Required to work a minimum of 50% of overtime report for duty requests in a 12 month period.
See below for the complete job description.

To Apply:

AT THE TIME OF APPLICATION YOU MUST SUBMIT THE DOCUMENTS BELOW TO
jobs@pittsfield-mi.gov Subject line 2012-002 Utilities Specialist.

- 1) Completed Official Pittsfield Charter Township Employment Application.
- 2) Cover Letter & Resume
- 3) Current certifications, if applicable.

We are an equal opportunity employer; M/F/D/V encouraged to apply. Qualified candidates will receive consideration without regard to age, race, color, religion, gender, sexual orientation, disability or national origin.

PITTSFIELD CHARTER TOWNSHIP JOB DESCRIPTION

UTILITIES SPECIALIST

Supervised by: Utilities Foreman, Assistant Foreman and Director of UMS

Supervises: May serve as a Utilities team leader as directed by the Utilities Foreman

Position Summary:

Under the direction of the Utilities Foreman, Assistant Foreman and Director of UMS, performs skilled maintenance associated with utilities system infrastructure and repair. Performs routine, preventative and emergency construction, repair and maintenance of equipment, lines and devices in the utilities and drainage systems. Also may function in the role of Utilities team leader on field projects where the Foreman is not present. Serves in an on-call rotation with other departmental personnel in case of a utility emergency after hours. May be required to assume the daily field duties of the Foreman and/or Assistant Foreman if that person is unavailable.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Reads, installs, tests and repairs water meters. Flushes, winterizes and repairs fire hydrants. Operates CCTV equipment relating to sewer inspections.
2. Maintains the operation of the municipal utility infrastructure, its facilities, and grounds. Plows snow as necessary. Required to work in confined spaces.
3. Acts as lead specialist in the routine maintenance, repair and construction projects related to the Township's water, sewer and drainage systems. Activities may include operation, installation, repair and maintenance of water mains and lines, storm and sanitary sewer lines, catch basins, manholes, fire hydrants, water and sewer taps, and lift and booster stations.
4. Acts as lead specialist in the maintenance and repair of Township tools, equipment and machinery. Records preventative maintenance activities according to established procedures. Records field GPS coordinates of utility infrastructure.
5. Operates and performs preventative maintenance (training will be provided either by the Foreman, Assistant Foreman, vendors or a certified instructor, depending on the piece of equipment) on vehicles, trucks and construction equipment, including excavating machinery. Also operates and maintains a full range of other utility equipment and hand or power tools associated with construction and maintenance projects, including sewer cleaning equipment. Maintains appropriate CDL with required endorsements.
6. Acts as a Competent Person on all job sites. Adheres to all applicable safety procedures while operating equipment and tools or working in dangerous situations. Participates in safety training.
7. Responds to public inquiries constructively. Resolves complaints such as high water bills or water quality issues in the field in a professional manner. Refers complex issues to the Foreman, Assistant Foreman or Utilities Leader. Represents the department in a positive and professional manner.

8. Prepares written reports, forms and related paperwork.
9. Locates and stakes service leads, water mains, and sewer mains for MISS DIG and utilizes locating devices using Utility GIS technology.
10. Conducts various water tests in the field as directed, such as sampling for bacteria and/or chlorine.
11. Inspects installation of new water mains, and sanitary and sanitary and storm sewer infrastructure before final acceptance.
12. Serves in an on-call status rotation with other personnel in case of a utility emergency after hours.
13. May act as Utilities team leader on field projects and serves as support to the Utilities Foreman or Assistant Foreman with respect to his/her daily field activities.
14. Performs all utility field work when the need arises without regard to classification and bargaining unit status.
15. Performs related work as required

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or the equivalent, supplemented by vocational training in utilities maintenance and repair, construction or a related field.
- Associate's degree and or continuing education preferred.
- Required to actively pursue, obtain, and maintain a State of Michigan S-3 classification.
- Two or more years experience as a semi-skilled laborer in public works, utilities, or general construction trades.
- A Michigan Vehicle Operator's License and State of Michigan Commercial Driver's License (CDL) with the appropriate endorsement(s) and requirements, or the ability to obtain one upon hire.
- Must possess an understanding of GIS practices and principles as related to utilities or the ability to obtain one upon hire.
- Must possess an understanding of GIS practices and principles as related to utilities or the ability to acquire this knowledge within 24 months.
- Ability to read and understand blueprints, GIS procedures and technical manuals.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.
- Ability to adapt to and learn new technologies as they become available.

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- Ability to supervise and evaluate the work of others.
- Skill in the use and maintenance of utility vehicles, light and heavy equipment, tools and related implements used in utility operations.
- Required to work a minimum of 50% of overtime report for duty requests in a 12 month period.
- Ability to perform visual inspections of plans for construction and repair sites.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to establish and maintain effective working relationships with employees, contractors, supervisors, and the general public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to heavy weights.

While performing the duties of this job, the employee works both indoors and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions and frequently works near moving mechanical parts and/or machinery. The employee is occasionally exposed to high, precarious places, or confined spaces and fumes or airborne particles. The noise level in the work environment can range from quiet to loud in field situations.