



Village of Dimondale • 136 N. Bridge St. • P.O. Box 26 • Dimondale, MI 48821 • 517.646.0230

**VILLAGE OF DIMONDALE
PUBLIC WORKS EMPLOYEE JOB OPENING INFORMATION**

POSTING DATE: 3/20/2023

CLOSING DATE: Open until filled

POSITION: Under the general direction of the Public Works Supervisor, provides general and skilled labor in support of a wide range of maintenance and repair projects involving maintaining Village streets, sidewalks, buildings, grounds, vehicles, and equipment; and utilizing light and heavy equipment. Weekend duties on a rotating basis. Winter season on-call hours are routine and expected.

HOURS: 40 hours/week with seasonal overtime

WAGES: \$36,587 - \$47,570/annually

BENEFITS: Health insurance (80/20) with dental (50/50) and vision available, Employer 10% contribution to Defined Contribution (DC) Retirement plan, 457 pre-tax savings plan, short-term disability, term life insurance, 12 paid holidays each year.

BASIC JOB DUTIES: 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.

- Performs a variety of maintenance, cleaning, and repair of mechanical, electrical, and other components of the wastewater system, stormwater system, parks, buildings and grounds, and streets.
- Completes snow and ice removal from all village streets, buildings, and properties.
- Assists in the maintenance, cleaning, and repair of all Village vehicles, equipment, and tools. Keeps records of all maintenance work performed. Operates equipment as needed.
- Participates in special projects such as special event preparation, seasonal decoration placement and removal, and other projects as assigned.
- Responds to public inquiries constructively and refers complaints or complex issues to the Public Works Supervisor.
- Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, and while working in other potentially dangerous situations. Participates in safety training as necessary.
- Responds to public works emergency situations. May be required to work outside of normal business hours in the event of an emergency or during snow season.
- Performs other related work as required.

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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.

- A high school diploma or the equivalent is required, and one or more years of experience as a semi-skilled laborer in public works, utilities, general maintenance, or related field. OR;
- An equivalent combination of education, training, and experience.
- State of Michigan Commercial Driver's License Class B, a satisfactory driving record, and the ability to maintain one throughout employment is required.
- Basic familiarity with construction projects, infrastructure systems repair and maintenance, building and grounds repair and maintenance, and related safety procedures.
- Basic knowledge of landscaping and grounds keeping practices, parks operations and procedures, and tree care and maintenance procedures.
- Skill in the use of public services vehicles, light and heavy equipment, and tools and related implements used in public works operations.
- Ability and willingness to participate in training programs and other professional development activities.
- Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently.
- Ability to critically assess situations and solve problems, communicate effectively, and work well under stress, within deadlines, and with changes in work priorities.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, and other professionals.
- Ability to travel to other locations and respond to emergencies on a 24-hour basis.

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 duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to work outside the office at various public works sites, including project and construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may encounter fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with public works operations, projects and construction sites.

An employee in this position must have the strength, stamina and physical coordination needed to safely gain access to project sites described above, observe, and inspect work in progress and be able to do this, with an emphasis on safety, in every type of weather condition, including extremely adverse weather conditions, extreme heat, and severe cold weather.

An employee in this position should be able to lift and move up to 50 lbs. safely, and repeatedly throughout the day.

TO APPLY:

Submit resumes to: Village of Dimondale
ATTN: Village Manager
POB 26
Dimondale MI, 48821

OR

Email: Dimondalemanager@gmail.com

FOR MORE INFORMATION CALL (517) 646-0230.