

GENERAL JOB/WORK DESCRIPTIONS OF THE CITY OF CLARE DEPARTMENT OF PUBLIC WORKS

The City of Clare Department of Public Works (DPW) positions include Director, Assistant Director, Parks Supervisor, Mechanic/Heavy Equipment Operator, Heavy Equipment Operator, Light Equipment Operator, Seasonal Worker, and DPW Secretary/Utility Billing Clerk. The immediate supervisor for this group of employees is the Director of Public Works.

Union:

All employees of the DPW (with the exception of the Director and seasonal employees) are members of the Teamster's Local 214 bargaining unit and union dues are withheld accordingly. The Assistant Director and the Parks Supervisor are members of the Supervisory Group; all other employees are members of the Hourly Group. Each employee is provided with their own copy of the current contract for their group.

Hours:

DPW positions listed above are full-time positions typically working Monday through Friday, 7:00 am to 3:30 pm, with ½ hour unpaid lunch, although some positions are subject to variable scheduling.

All employees (except the Director) are issued timecards for clocking in and out of work daily. Any deviations from the regular shift must first be approved by the Director of Public Works.

Driver's License:

All full-time DPW employees must obtain and retain a minimum of a Class B driver's license with an air brakes endorsement. In addition, Heavy Equipment Operators must be proficient in their knowledge of safely operating a backhoe, front-end loader, grader, snow plow, and vactor/sewer cleaning machine.

Safety-Sensitive Position:

Under the City of Clare Drug and Alcohol Policy, all employee's holding a Class B License have a safety-sensitive position and are part of the drug and alcohol random testing pool, and all employees driving a city vehicle are subject to pre-employment drug testing, reasonable cause, and post-accident drug testing.

Duties:

The following duties are completed by the DPW and are, therefore, a general job description of all equipment operators (regardless if heavy or light). Performing these duties may involve manual labor such as shoveling, raking, laying pipe, etc... or safely operating city-owned equipment.

**DEPARTMENT OF PUBLIC WORKS – EQUIPMENT OPERATOR
GENERAL JOB DESCRIPTION
(Including but not limited to...)**

1. DREDGING

- A. Mechanical dredging with hydrachoe excavator on barge - removing and depositing spoils into sludge containers for the reclamation of original 1963 lake levels in accordance with EGLE permitting.

2. WATER DISTRIBUTION

- A. Installation and repairs of water mains
- B. Installation of new water services
- C. Installation and maintenance of water meters and reading devices
- D. Fire hydrant flushing and maintenance
- E. Repairs and maintenance of main gate valves
- F. Read water meters

3. SEWER COLLECTION

- A. Limited installation of sewer mains
- B. Installation of new sewer services
- C. Maintenance of manholes such as rebuilding & cleaning them, washing sewer lines (both for preventative maintenance and when obstructed), and rodding them for root control.

4. STREETS: TRUNKLINES, MAJORS, LOCAL

- A. Maintenance of gravel streets such as blading and brining
- B. Patching of potholes
- C. Sign repair/replacement and installation
- D. Preparation for street improvements
- E. Installation, maintenance, and cleaning of the storm sewer system
- F. Street Sweeping
- G. Winter maintenance to include snow plowing, hauling snow, and salting/sanding
- H. Painting crosswalks and parking areas
- I. Brush chipping

5. PARKING LOTS

- A. Surface maintenance
- B. Striping
- C. Sweeping
- D. Winter maintenance to include snow plowing, hauling snow, and salting/sanding

6. SIDEWALKS

- A. Installation
- B. Restoration Work
- C. Winter maintenance to include snow plowing, shoveling, and salting/sanding

7. AIRPORT

- A. Snowplowing

8. LANDFILL

- A. Mowing

9. COMMUNITY PROMOTION

- A. Lake Shamrock Dam maintenance
- B. Flags up (downtown) for holidays, and ½ mast in accordance with flag laws
- C. Maintain DDA Trees (lights and grates)
- D. Maintain DDA Lampposts, decorations, and event flags
- E. Street closures for parades and special events
- F. Assist Clare Area Chamber of Commerce and/or Recreation Director as needed with special events.

10. CEMETERY OPERATIONS

- A. Showing cemetery burial locations as needed
- B. Opening and closing of burial sites
- C. Foundations
- D. Maintenance of the cemetery sprinkling system
- E. Maintenance of the veteran's memorial site/flag poles
- F. Placing of Veteran's flag holder and flags as needed

11. BUILDING/EQUIPMENT MAINTENANCE

- A. Each operator is responsible for keeping his assigned vehicle clean (inside and out)
- B. The mechanic is responsible for the general maintenance of all vehicles in the city's fleet to include DPW, W/WWT, Airport (grounds-keeping equipment), Police Dept., Fire Dept., and City Hall car (see Mechanic's job description for specific details)
- C. All operators must properly follow the Fueling Procedures policy
- D. All operators may be called upon to assist with building maintenance/ remodeling, etc..., as needed.

