

VACANCY NOTICE

The following position is available. For full consideration, all interested and qualified candidates should apply by submitting a letter of application and resume' to **Sue Warren, Director of Human Resources/Labor Relations, City of Burton, 4303 S. Center Rd., Burton, MI 48519**. Applications will be taken until the position is filled.

Department of Public Works – City Maintenance Man

REPORTS TO:

DPW Director and/or Deputy DPW Director

QUALIFICATIONS:

- High School Diploma or equivalent
- Electrician Certification/Degree, preferred
- **Possess and maintain a valid Driver's License issued by the State of Michigan**
- **Possess and maintain a current CDL Endorsement with airbrakes and DOT Physical all with emphasis in heavy equipment operation**
- Maintain reliable transportation
- Must be in good physical condition
- Minimum of 5 years of experience involving projects of any kind in areas of plumbing, electrical, painting, heating and cooling systems, preferably in a Department of Public Works setting

SKILLS:

- Certified for Confined Spaces
- Prior experience in general facility, building, and structure maintenance
- Prior experience in working outside, in water/sewer construction, road maintenance, fuel tanks and pumps, and general maintenance and construction
- Prior experience in installing computer network cabling
- Prior experience in operation of heavy equipment, i.e., backhoe, dump trucks, bucket trucks
- Ability to prioritize work load, be a self-starter and motivator with limited direction

DUTIES AND RESPONSIBILITIES:

Including and not limited to:

- Assisting with general building maintenance of all City facilities and structures
- Installs computer network cabling in all City facilities as appropriate
- Raising and lowering of Flags on City properties as needed
- Installs holiday decorations/lighting; Memorial Day Parade and Christmas decorations for D.D.A. on Saginaw St.
- Assist with mowing of City properties
- Assist with snow removal
- Other duties as assigned by department supervision

WORK ENVIRONMENT

The employee must perform work in indoor and outdoor environments that are often crowded, wet, cold, warm or extremely hot. Work may involve bending, pushing, moving, lifting moderately heavy objects, dexterity of hands and fingers to operate tools and/or equipment.

TERMS OF EMPLOYMENT

Work year, wages, and benefits as outlined in the Collective Bargaining Agreement with the City of Burton and AFSCME Local 1918.09.

Wage range will be \$14.45/hr. - \$20.64/hr.

Work schedule will be **Monday – Friday 7:00 a.m. to 3:30 p.m.**, and on call as needed.

Evaluation/Performance Measurements

Criteria for performance include, but are not limited to:

- Attendance record
- Human interactions
- Equipment, machinery, materials, and tool utilization
- Verbal, mathematical aptitude as required by job duties
- Participation in specific training or workshop opportunities
- Production and efficiency related to job duties