

**CITY OF MONTAGUE
JOB DESCRIPTION**

DPW MAINTENANCE WORKER

Position Summary:

Under the supervision of the Department of Public Works Superintendent and the Foreman, performs a broad range of manual labor and skilled maintenance functions including mowing, snow removal, street repair, sewer and water main repair, removal of debris, buildings and grounds maintenance, and equipment maintenance and repair. Responsible for the proper and safe operation of all public works equipment and vehicles.

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. Participates in routine maintenance, repair and construction projects related to City streets, sidewalks and related infrastructure. Activities may include patching, sweeping, grading, snow and ice removal, sign repair or replacement, pavement markings, and other projects as assigned.
2. Participates in routine maintenance, repair and construction projects related to the City's water, sewer and drainage systems. Activities may include installing, repairing and flushing water mains and lines, storm and sanitary sewer lines, catch basins, manholes, fire hydrants, and water meters. Reads meters and completes related utility projects as assigned. Assists in water sampling and testing and maintenance of well houses.
3. Participates in routine maintenance, repair and construction projects related to City buildings and facilities. Activities may include unskilled, semi-skilled and skilled tasks involving cleaning, carpentry, painting, cement work and other improvements.
4. Participates in routine grounds maintenance activities. Activities may include mowing, edging, planting, fertilizing, tree trimming and removal, storm clean-up and other tasks as required.
5. Assists in maintenance and repair of City tools, equipment, machinery and vehicles. Records preventive maintenance activities according to established procedures.
6. Operates vehicles and trucks of various sizes and weights, a full range of public works equipment and other hand or power tools associated with construction and maintenance projects.
7. Adheres to all applicable safety procedures while operating equipment and tools or working in dangerous situations. Participates in safety training, attends safety meetings and participates in other meetings or committees as directed.
8. Responds to public inquiries constructively, refers complaints or complex issues to the Superintendent and/or Foreman and otherwise represents the department in a positive manner.

9. Responds to public works emergencies including snow, water main breaks, or other emergencies, at any time of day.
10. Completes timesheets and maintains daily work logs of projects completed and the equipment, vehicles and materials used. Completes other paperwork as assigned.
11. 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:

- High school diploma or equivalent, with previous municipal and/or construction experience preferred.
- Michigan Vehicle Operator's License with Commercial Driver's License (CDL) designation.
- State of Michigan S-3 and D-3 water certifications are required. Individuals without certifications must receive within two years.
- Knowledge of safety procedures and precautions involved in equipment operation and public works maintenance work.
- Thorough knowledge of the tools, materials and equipment used in the repair and maintenance of buildings, mechanical systems, construction projects, and infrastructure systems.
- Skill in the operation of assigned vehicles, equipment and power tools.
- Skill in maintaining water distribution and sewer conveyance systems.
- Ability to perform a variety of maintenance tasks involving carpentry, electrical, plumbing, mechanical and road construction skills.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to work effectively under stress, changes in work priorities, and in emergencies.
- Ability to respond to public works emergencies 24 hours per day.

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 communicate with others and perform manual labor. The employee frequently is required to use hands to finger, handle, or feel. The employee is regularly required to reach with hands and arms, and travel to other locations. The employee is frequently required to climb or balance; stoop, kneel, crouch, crawl; or sit. The employee must regularly lift and/or move objects of moderate to heavy weight.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, including extreme heat or cold and wet and/or humid conditions. The employee is frequently exposed to moving mechanical parts; confined spaces. The employee may be occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment can range from moderate to very loud.

Wages & Benefits:

Starting salary for this position is \$58,531 - \$60,902 commensurate with experience, qualifications, and certifications. Additional overtime available. Position includes vacation and sick leave, health insurance, health care saving plan, life insurance, and retirement plan.

Additional information may be requested at dpw@cityofmontague.org. Cover letter, application and resume submitted to the City Manager, Montague City Hall, 8778 Ferry St., Montague, MI 49437. Application deadline is August 27, 2026 by 5:00pm.