



CITY OF BERKLEY, MICHIGAN
3338 Coolidge Hwy
Berkley, MI 48072

LABORER

The City of Berkley Department of Public Works is accepting applications for a full-time Laborer position with union membership in the Michigan Association of Public Employees (MAPE).

The Laborer participates in all public works projects and assignments. Performs general labor in support of public works operations and operates a wide range of associated equipment as outlined in the attached job description. Working under the direct supervision of the DPW Director and Assistant Director, the individual selected should also be available to respond to emergencies, of all types, 7 days a week, 24 hours a day.

Qualified applicants will have:

- A high school diploma or equivalent
- Valid Michigan Drivers' License
- Michigan Commercial Driver's License (CDL) Class B with Air Brakes is preferred or obtained within six (6) months of employment
- Ability to obtain a Michigan Department of Environmental, Great Lakes, and Energy S-4 Water Distribution Certification is desirable.
- Ability to perform outdoor manual labor in all weather conditions
- Other duties, as assigned

NOTE: Employment in this position begins with a probationary period:

- The probationary hourly pay rate for this position is \$19.83. The pay rate after probation is \$21.37
- Healthcare, dental, vision and defined contribution retirement benefits are provided
- Combined direct and indirect annual compensation after the probation period is estimated at \$63,000-\$68,000

Employment applications are available on the city's website:

www.berkleymich.org/employment. Qualified applicants are encouraged to send a completed employment application, resume and professional references by email to:

Shawn Young, Director
Department Public Works
Syoung@berkleymich.net



**CITY OF BERKLEY
JOB DESCRIPTION**

**DEPARTMENT OF PUBLIC WORKS
LABORER**

Full Salary Range:

Supervised By: Director of Public Works

Supervises: No supervisory responsibility

Employment Status: Full-Time; Union; Non-Exempt

General Summary:

Under the direct supervision of the Director of Public Works and the Assistant Director of Public Works, the Laborer participates in all public works projects and assignments. Performs general labor in support of public works operations and operates a wide range of associated equipment.

Work Schedule:

This position will work a 5-day work week with the requirement to work emergencies on weekends or after normal work hours.

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. Provides general labor in support of public works projects and water and wastewater systems as assigned. Participates in tasks ranging including street and sidewalk maintenance and repairs, water, and sewer system installation and repairs, parks and grounds maintenance, and other duties as assigned
2. Operates vehicles of various sizes and weights in the loading, hauling, and unloading of equipment, materials, and supplies, and as assigned.
3. Participates in street maintenance and repair projects such as snow and ice removal, patching, curb replacement and grading, and others as directed.
4. Operates construction equipment and other equipment utilized in street and sidewalk maintenance including, dump trucks, snowplows, street sweeper, broom tractor, and other types as assigned.
5. Participates in curbside leaf pick-up, mowing, raking, equipment painting, and other grounds maintenance projects as assigned.
6. Operates power equipment associated with grounds maintenance such as mowers, trimmers, chippers, and other equipment as assigned.

7. Assists in light maintenance and repair tasks involving carpentry, plumbing, mechanical, and electrical. Installs banners and seasonal or holiday decorations.
8. Participates in utility projects as instructed. This may include working as part of the crew in installing water and sewer lines, installing and reading meters, and performing maintenance and repair tasks on the utility system.
9. Responds to public works emergencies. Will be required to work outside of normal business hours in the event of an emergency, or as assigned.
10. 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.
- One or more years of work experience in maintenance, construction, mechanical trades, or related field is preferred.
- Ability to earn a Michigan Commercial Driver's License (CDL) Type B with airbrakes and tanker (N) endorsement is required after hire as a condition of continuing employment.
- Ability to earn a Michigan Department of Environmental, Great Lakes and Energy S-4 Water Distribution Certification is desirable.
- Considerable knowledge of safety procedures and precautions involved in equipment operation and public works maintenance work.
- Basic knowledge of heavy equipment operating principles.
- Basic knowledge of the tools, materials, and equipment used in the repair and maintenance of streets, buildings, water, and wastewater infrastructure, parks, and grounds.
- Basic skills in the operation of assigned vehicles, equipment, and power tools.
- Basic skill in operating the equipment of a public works department, including equipment associated with water and wastewater systems and facilities.
- Basic ability to perform a variety of basic 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 emergencies.
- Ability to respond to system 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 functions 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 in person and on the telephone. The employee is frequently required to view and produce written and electronic documents. The employee is regularly required to sit, talk and hear, and use hands to finger, handle, or feel. In the course of inspecting public works projects, the employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move light to moderate weight items.

While performing the duties of this job, the employee regularly works in the field but is also required to work in a business office setting. While on project sites, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and moving mechanical parts and/or machinery. The noise level in the work environment ranges from moderate but may become very loud at times.