



**Village of Shelby  
Department of Public Works**

**DPW Laborer**

The Village of Shelby is seeking applicants for a full-time DPW Laborer within its Department of Public Works. The selected applicant will perform a variety of public works tasks associated with the day-to-day maintenance and operation of village properties, infrastructure, and facilities. Regular shift hours are Monday through Friday from 7:00 AM to 3:30 PM. Occasional weekend hours for on-call rotation, emergency, and special events.

The ideal candidate will possess a high school diploma or equivalent, valid State of Michigan CDL Class B driver's license with air brakes endorsement, good driving record; must have experience operating snow and ice removal equipment, pickup trucks, tractors, and power tools. Must possess a great work ethic and customer service skills. The finalist will be required to submit to a pre-employment physical, drug screening, and background check.

Minimum starting wage for this position is \$18.00 per hour. Additional benefits include: health insurance, a defined contribution match for retirement, paid time off, vacation, and ten (10) observed paid holidays.

Applicants should submit a completed [application](#) and resume to:

Village Clerk  
Village of Shelby  
218 N. Michigan Ave.  
Shelby, MI 49455

Or email: [clerk@shelbyvillage.com](mailto:clerk@shelbyvillage.com)

For questions, contact Village Hall at (231) 861-4400. **Applications must be submitted by no later than July 16, 2021, at 5:00 PM.**

THE VILLAGE OF SHELBY IS AN EQUAL OPPORTUNITY EMPLOYER.



# VILLAGE OF SHELBY

## DPW LABORER

### JOB DESCRIPTION

**Supervised by:** Public Works Supervisor

**Supervises:** No supervisory responsibility

#### **Position Summary:**

The Public Works Laborer performs a wide range of laborer and semi-skilled tasks in support of the Department of Public Works operations under the supervision of the Public Works Supervisor. Depending upon workload, this person may operate equipment ranging from a lawn mower to a backhoe.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all 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.

- Operates vehicles of various sizes and weights in the loading, hauling and unloading of equipment, materials and supplies.
- Operates construction or power equipment such as street sweeper, back-hoe, dump truck, snowplow, grader, jack hammer, mower and other types of power equipment.
- Performs skilled maintenance and repair tasks involving carpentry, plumbing, mechanical, electrical, welding, and road repair.
- Performs basic maintenance of DPW machinery.
- Participates in snow and ice removal.
- Participates in the mowing, trimming, and fertilizing of grass, also prunes and sprays trees and shrubs.
- Gathers and disposes of refuse and recycling materials.
- Responds, as a crew member, to water system emergencies such as main breaks and well failures. May be assigned to duties such as barricade set up, accessing the main, or repairing the damaged pipe.

- Performs tasks related to the wastewater and drainage system ranging from jetting to catch basin rebuilding. Certain water and wastewater maintenance tasks require the employee to hold a State issued license for the work.
- Performs grounds and building maintenance tasks as assigned.
- Provides after-hours repairs according to a rotating on-call schedule as needed.
- Assists in the operation of the water plant and wastewater plant on an as-needed basis.
- 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.

- Thorough knowledge of safety procedures and precautions involved in equipment operation and public works maintenance work.
- Thorough knowledge of heavy equipment operating principles.
- 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.
- Ability to perform a variety of semi-skilled maintenance tasks involving carpentry, electrical, plumbing, mechanical and road construction.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other employees and the public.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively under stress, changes in work priorities, and in emergencies.
- Education requirements include a high school diploma or equivalent. Experience requirements include one year of construction, mechanic, or building maintenance experience.
- A valid Michigan Commercial Driver's License (CDL) is required to be obtained within ninety (90) day after start of employment.
- All DPW employees are to hold or work towards the water and wastewater licenses required for the Village of Shelby (Water - S-3 & D-3; Wastewater - L-2).

**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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move heavy items and occasionally move very heavy items. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and/or heavy equipment, outside weather conditions, and vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment can be loud.

**Overview of Position Description:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the Employer and Employee and is subject to change by the Employer as the needs of the Employer and requirements of the job change.

I have read and understand the description of my position with the Village of Shelby.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_