

**CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION**

JOB TITLE: Public Works Technician – Infrastructure Systems

Job Number: 112804/14/24/34/44

Date Finalized: 3/28/2017

Service Area: Public Services Service Unit: Public Works	Accountable To Public Works Supervisor
Mission Statement The City of Ann Arbor’s mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
Role Summary To safely operate light to heavy equipment for the purpose of solid waste collection and to operate and maintain water, sanitary and stormwater systems and for maintenance of City streets.	
Duties Incumbent may be responsible for the following duties: <u>Essential Duties</u> <ul style="list-style-type: none">• Operate light to heavy equipment and tools to maintain and repair streets and pot holes, including plowing, salting, sanding, milling and base preparation, paving, sweeping, grading, and crack sealing.• Install, repair and maintain water mains, water services, water meters, MTU devices, hydrants, valves and curb boxes.• Perform backflow prevention inspections.• Install, repair and maintain sanitary sewer and stormwater collection systems, including jetting, rodding and televising pipe.• Solid waste collection, including trash, commercial recycling and compost. <u>Related Work</u> <ul style="list-style-type: none">• Perform accident and storm damage clean-up.• Follow safe and proper use of various hand, power tools and test instruments.• Follow proper safety practices for confined space entry.• Perform minor equipment and tool maintenance and repair.• Locate and stake buried City utilities (MISS DIG).• Monitor utility system flow to ensure that water and sewage systems are functioning properly.• Perform related work as assigned.	
Knowledge of: (position requirements at entry) <ul style="list-style-type: none">• Basic work safety procedures and precautions including lifting, lock-out/tag-out, confined space, wet floors and power tool safety, PPE (Personal Protective Equipment) and OSHA/MIOSHA standards• Basic traffic laws and regulations• General masonry, plumbing and electrical concepts• General mechanic practices, procedures, tools, and small and large equipment• Hazardous materials precautions and clean-up• General preventive maintenance practices of mechanical equipment• General computer hardware and software applications• General methods, materials and equipment in water distribution and storm/sewer systems• General methods, materials and equipment in street maintenance and paving	

- General methods, materials and equipment in solid waste collection

Skills and Ability to: (position requirements at entry)

- Communicate through oral and written instruction
- Safely operate required hand and mechanical tools and equipment
- Use of computers and mobile devices for work order management
- Read, interpret, and follow maps, routes, manuals, blueprints and work orders
- Assess and identify problems and find solutions
- Enter and exit confined spaces and trenches safely
- Maintain inventory and maintenance records and files
- Time management and task prioritization

Equipment

- Listed in the Public Works IS Job Progression Outline

Training and Experience

- High School Diploma or equivalent (G.E.D.)
- CDL Endorsement B with Air Brake endorsement; CDL A endorsement within 6 months of hire
- Previous experience in road maintenance, underground utility construction or landscape construction
- Determined by the Public Works/IS Progression Chart

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to drive, climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, talk, hear, see and perform repetitive motions. The work requires the ability to operate hand and foot controls on machinery and equipment.

The physical ability to safely operate light to heavy equipment and tools as listed in the Public Works – Infrastructure Systems Job Progression outline. The physical ability to safely utilize hand tools and/or mechanical or manual equipment.

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The incumbent will be required to wear various level of personal protection equipment which may include a hard hat, safety glasses, safety boots, harness, etc.

The incumbent may be exposed to hazardous physical conditions (including but not limited to confined spaces, heights, mechanical parts, electrical currents, vibration, noise levels above 85 decibels, etc.), poor atmospheric conditions (including but not limited to fumes, odors, dusts, gases, poor ventilation, respiratory health hazards), inadequate lighting, and intense noise. In addition, the work will require seasonal exposure to extreme (both hot and cold) weather conditions, including snow and ice. The incumbent may be required to work with various chemicals. The incumbent may be exposed to domestic and wild animals.

The work may involve working in or near road work or construction zones.

The physical ability to ascend and descend ladders to access work areas, and enter into and exit from confined spaces. The incumbent may be working from heights. The work may often involve the ability to perform routine heavy lifting and carrying up to 50 lbs. and occasional heavy lifting of up to 100 lbs.

The incumbent may be expected to walk on rough, uneven terrain, as well as wet and slippery surfaces. The work requires the ability to distinguish colors and hear audible alarms. The incumbent may be required to use a respirator, and to participate in necessary respiratory protection program, as well as audiometric testing. (Incumbent may be exposed to blood borne pathogens).

The work often involves the ability to perform routine moderate lifting and carrying up to 30 lbs and occasional heavy lifting up to 100 lbs.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Description Prepared By

Right-of-Way Operations & Maintenance Design Team, July 2003dew

Revised by D. Kerry Laycock and FOT/IS redesign team , February 2006/

Revised by Molly Maciejewski, Paul Matthews, Matt Warba 9/2016- HR Review-JC, AW

Union Review and approval to move forward per CBA 3/28/2017