# Seasonal Water/Sewer Maintenance Worker

## POSITION SUMMARY

Under the supervision of the Water/Sewer Maintenance Superintendent. Performs variety of maintenance tasks, including cleanup, repair and outside grounds maintenance of equipment and facilities.

## RELEVANT DETAILS

Temporary/Seasonal, Monday thru Friday, 7:00 a.m. to 3:00 p.m. $13-$18 per hour based on qualifications.

## APPLICATION PROCESS

Please Submit a completed application, cover letter, and resume to the City of Traverse City Human Resource Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to citypers@traversecitymi.gov Applications can be found online under "application for employment" at: Jobs Position will remain open until filled.

## 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. Scrape and paint fire hydrants.
2. May assist with water tap installations.
3. Assists with televising, assist valve turning, opening valve boxes and turning valves on or off using valve key.
4. Assist Service Technician with meter/remote installations, wiring, using a hammer drill, wire cutters, screw driver, pipe wrench, valve box wrench, water key valve.
5. Make maps from measurements taken from footprint of dwelling to water shutoff box.
6. May assist in setting up barricading lights, light arrow, barrels, cones, etc.
7. Clean up of excavated sites, black dirt, mulch, apply seed, etc.
8. Winterizing fire hydrants, staking or pulling stakes in spring.
9. Perform building and grounds maintenance.
10. Loading and unloading meters, parts, supplies, etc.
11. Perform janitorial duties.
12. Clean, wash and restock trucks.
13. Perform other duties as assigned by Water/Sewer Maintenance Superintendent.

## REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age; possess & maintain a valid driver's license.
2. Construction experience is preferred.
3. Skill in the use of office equipment and technology, including computers and related software.
4. Ability to read, write, speak and understand the English language.
5. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when interacting with residents, elected officials and other employees.
6. Ability to operate tap machines, air hammers, #2 shovels, and other work related hand tools.

## PHYSICAL DEMAND and WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to stand, walk, talk, hear, bend, twist, stoop, reach, pull, push, smell and climb stairs, ladders into and out of heavy equipment all necessary in performance of daily tasks. The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. While on project sites, the employee is occasionally exposed to fumes or airborne particles and occasionally works near moving mechanical parts and/or machinery. The noise level in the work environment is usually loud.

**Traverse City is an Equal Opportunity Employer**