



City of Plymouth  
201 S Main  
Plymouth, MI 48170  
<http://www.plymouthmi.gov>



## **POSITION DESCRIPTION**

Title: **Operations Technician**  
Department: **Municipal Services**  
Union: TPOAM  
Salary: \$22.98/Hour Per Contract

### **GENERAL PURPOSE**

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, storm drainage, solid waste, parks, municipal buildings, trees, lighting, parking and cemetery facilities and systems.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Director of Municipal Services and/or his designee.

### **SUPERVISION EXERCISED**

None generally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists with the planning, scheduling and implementation of construction, maintenance, and operation and construction activities designed to provide quality water, sewer, street, drainage, solid waste, parks, municipal buildings, trees, lighting, parking and cemetery facilities and systems for the city.

Assists in the training of lower level employees performing the duties of maintenance, construction and repair of water, sewer, street and storm drainage, solid waste, parks, municipal buildings, trees, lighting, parking and cemetery facilities and systems.

Inspects and/or repairs meters, streets, drainage systems, sewer system, parks, municipal buildings, and lighting systems at frequent intervals to insure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Assists in operations of City operated cemetery including preparing burial plots for funerals, maintaining niches/crypts and opening/closing grave sites.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Operates light and medium-sized construction and power equipment, such as mechanized broom, jetter/inductor truck or backhoe/loader.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

Operates power and hand equipment, such as snow blower, shovel, spreader, light/medium/heavy duty truck with plow and spreader used in snow and ice control operations.

Operates power and hand equipment used in tree maintenance operations, such as chain saws, pole saw, hand saws, pruners, loppers, axe, rope/chain/decent devices, chipper, skid steer, auger, bucket/cherry picker truck, and medium duty dump truck, leaf collection vacuum, loader with leaf

collection clamshell grapple device, and garbage truck.

Performs required labor involved in tree planting including but not limited to digging, placing, backfilling, staking, mulching, watering and pruning. In tree maintenance, performs required labor involved in pruning, trimming, cutting, felling, removing and restoring. In tree maintenance performs required labor involved in collection of leaves, limbs, brush, logs, stumps and other tree debris.

Performs required labor involved in operating and staffing special events including but not limited to maintaining clean sidewalks and streets, removing, emptying and picking up trash and debris, loading and unloading equipment, assembling and disassembling staging and sound production equipment, assembling and disassembling barricades, directional signage, traffic control devices and lighting.

Performs all duties throughout extended hours, overnight hours and weekend hours as needed or assigned.

Other duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- A. Graduation from high school education or GED equivalent.
- B. Four (4) years of experience relating to construction, maintenance, or repair, or
- C. Any equivalent combination of education and experience.

### **Necessary knowledge, Skills and Abilities:**

- A. Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- B. Skill in operation of most of the listed tools and equipment.
- C. Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS**

Valid State Driver's license and CDL Class A with Air Brakes certification required within 6 months of date of hire. Valid State Water Distribution License S-2 is desired.

Employee is required to participate in DOT random drug testing program.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, manlift, bucket/cherry picker truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, skid steer, loader, backhoe, Hi-lo, tablet/computer, GPS collection device.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests; and physical exam to include DOT drug screening shall be required.

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.