

Job Description
DEPARTMENT OF PUBLIC WORKS EMPLOYEE
Village of Colon

SUMMARY OF DUTIES

1. Assists DPW Supervisor in maintenance of all village water and sanitation operations
2. Assists DPW Supervisor in all water works functions
3. Investigates complaints of citizens regarding water and sewer operations
4. Executes snow removal operations
5. Executes tasks and assignments as requested by the Supervisor and/or Village Council
6. Lifts heavy objects or executes other types of physical labor from time to time
7. Executes other activities associated with the DPW for the Village of Colon
8. Operates machinery such as snowplows, excavation equipment, and sewage related machinery

MINIMUM QUALIFICATIONS

High school education or equivalent is required. The Department of Public Works employee must have basic mathematical skills and knowledge of excavation, sanitation, and snow removal equipment operation. Mechanical skills are necessary and an ability to lift at least fifty (50) pounds – occasional lifting may be necessary.

Department of Public Works employees must hold a current CDL from the State of Michigan.

Experience

The DPW Supervisor and/or Village Council will determine the necessity of experience for the job candidate. Prior experience may encompass exposure to water and sanitation operations at a village or city level. Experience or training in the operation of excavation, sanitation and snow removal equipment is also necessary.

Licenses

The following licenses are necessary for advancement in the Department of Public Works. DPW employees are encouraged to apply for these licenses once they have met eligibility requirements.

DEQ:

Water Treatment Operator	D-3
Water Distribution System Operator	S-3
Mosquito Spray Certificate	

DEQ Classification (may choose one or both):

Sewer License	D
Lagoon Operator	L

(Must qualify according to DEQ requirements)

Department of Public Works employees will receive pay increments upon receipt of each license. The amount of the increase is left to the discretion of the Village Council.

Water and Sanitation Operations

1. Assists the supervisor in reading water wells daily for pumpage figures
2. Assists the supervisor in the collection of sewage samples during spray discharge
3. Assists the supervisor in any work which is necessary for the safe operation of the ponds

Village Department of Public Works Operations

1. Installs water mains for extensions of water usage
2. Tests water for contaminants
3. Collects water test samples
4. Repairs broken water mains
 - a. Submits reports of all material used
 - b. Submits reports of all time involved
5. Flushes all fire hydrants and dead-end street hydrants twice a year
6. Complaint Investigation and Action
 - a. Investigates all complaints of water problems (such as leaks, unusual odors, rush or low water pressure)
 - b. Investigates all complaints of sewer malfunctions
7. Snow Removal Operations
Operates snow removal equipment
8. Other Department of Public Works Related Activities:
 - a. Executes all assignments given by DPW Supervisor and/or Village Council. These assignments may include digging, light construction, painting, or any other task necessary to maintain the village.
 - b. Executes tasks in relation to contracted engineer projects
 - c. Places village Christmas decorations within the downtown limits of the village
 - d. Returns village Christmas decorations to storage after the holiday season
 - e. Lifts heavy objects occasionally
 - f. Executes physical labor related activities which may or may not require the use of power or hand driven tools