



CITY OF MUNISING, MICHIGAN

301 EAST SUPERIOR STREET • MUNISING, MICHIGAN 49862

CITY MANAGER
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PUBLIC NOTICE POSITION ANNOUNCEMENT

The City of Munising is currently accepting applications for a full-time employee for the following position: "Water/Sewer Operator III – Department of Public Works (DPW) Maintenance III". The successful candidate will spend approximately 50% of their time in the wastewater/water department and 50% of their time in the DPW.

A water/Sewer Operator is primarily responsible for performing daily operating and maintenance activities in the city's wastewater treatment plant, lift stations, water well sites, and water pump stations.

A DPW Maintenance Water/Sewer Assistant III is primarily responsible for the operation of a variety of construction and maintenance equipment and for performing manual labor activities as needed and/or required by the Public Works Department. Although road maintenance is the most common type of work performed, laborers in this position class also work in water building and grounds maintenance, facility maintenance, and general public works.

The secondary responsibility of the position also includes maintenance of sewer collection system and pump stations following safety procedures, performing MISS DIGS, water meter readings and other inspections as needed.

Requirements:

Wastewater License (D) and Water License (D4/S4). A valid Michigan State driver's license and Class B CDL is required as well as knowledge and ability to operate City owned vehicles and equipment, such as dump trucks, snowplows, salt spreaders, power tools, chain saws, air compressor, etc. the ability to understand and follow written and oral instructions and work independently is required.

Candidates holding Class A CDL's and/or applicable endorsements as well as prior experience in municipal utilities would be preferable.

Expiration Date

September 26, 2025

Full Job Description and Employment Application can be found at:

www.CityofMunising.org

Completed Application Packets can be submitted to

Munising City Hall
ATTN: City Manager
301 E. Superior St.
Munising, MI 49862
Or via email at:
CityManager@CityofMunising.org

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER, AND EMPLOYER
"A GREAT PLACE TO BE"

CITY OF MUNISING

Job Description

Title: Water and Wastewater Operator III

FLSA Non-Exempt

General Summary

Under immediate supervision of the Operations Director of Water and Wastewater/Public Works. Performs any combination of tasks pertinent to controlling operation of the water and wastewater facilities.

Specific Duties

1. Operates treatment facilities to control flow and processing of wastewater or raw water, sludge and effluent.
2. Monitors gages, meters and control panels.
3. Observes variations in operating conditions and interprets meter and gage readings and test results to determine processing requirements.
4. Operates valves and gates either manually or by remote control; starting and stopping pumps, engines and generators to control and adjust flow and treatment processes.
5. Maintains shift log and records meter and gage readings.
6. Extracts samples and performs routine laboratory tests and analyses.
7. Maintains laboratory bench sheets.
8. Performs routine periodic maintenance functions and custodial duties.
9. Makes repairs to equipment under the direction of the maintenance foreman or superintendent.
10. Trains other operators as appropriate under supervision of the Operations Director.
11. Participates in the safety program
12. Performs similar lab, operation, maintenance, training and safety functions within the water system.
13. Makes operating decisions in absence of supervisory personnel.

Qualifications Profile

1. Formal Education

High school graduate or equivalent training and experience.

2. General Requirements

- a) Knowledge of processes and equipment involved in wastewater treatment.
- b) Ability to maintain and evaluate records.
- c) Ability to perform all required duties.

- d) Ability to maintain working relationship with other shift workers.

General Educational Development

1. Reasoning

- a) Apply knowledge of wastewater treatment to solve problems
- b) Interpret a variety of written and oral instruction.

2. Mathematical

Perform ordinary arithmetical and algebraic procedures in standard, practical applications.

3. Language

- a) Establish and maintain communications with supervisors and co-workers.
- b) Ability to comprehend oral and written instructions, record information, and request supplies and work materials orally or writing.

4. Specific Vocational Preparation

- a) Completion of operator training course or equivalent training or experience within one year.
- b) Prefer three to twelve months experience in a wastewater or water treatment plant, depending upon formal training and prior experience.

Temperament

Worker must adjust to situations involving a variety of duties, including evaluation of information against measurable criteria and precise attainment of set limits or standards.

Physical Demands

Medium work; involving climbing, balancing, stooping, kneeling, crouching, reaching, handling, fingering, talking, hearing, visual acuity, depth perception and color vision.

Working Conditions

Both inside and outside. Exposed to weather, fumes, odors and dust. May be exposed to toxic conditions. Definite risk of bodily injury.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

CITY OF MUNISING

JOB DESCRIPTION

TITLE: DPW MAINTENANCE III

FLSA NON-EXEMPT

GENERAL SUMMARY

UNDER IMMEDIATE SUPERVISION OF SUPERINTENDENT OF PUBLIC WORKS OR PROJECT WATER AND SEWER DEPARTMENT FOREMAN, PERFORM A VARIETY OF CONSTRUCTION, REPAIR AND LABOR FUNCTIONS TO PROPERLY PROVIDE CITY SERVICES.

SPECIFIC DUTIES

1. DRIVES VARIOUS KINDS OF VEHICLES SUCH AS DUMP TRUCKS, PICK-UP TRUCKS, AND SANDING TRUCK TO TRANSPORT LOOSE MATERIALS SUCH AS GRAVEL, TOPSOIL, SAND, SNOW, ETC.; TO MAINTAIN CITY RIGHTS-OF-WAY. AND/OR TO GET TO JOB LOCATIONS.
2. INSPECTS VEHICLE EQUIPMENT AND SUPPLIES SUCH AS TIRES, LIGHTS, BRAKES, GAS, OIL, AND WATER. REPORTS MALFUNCTIONS OR OTHER PROBLEMS TO SUPERVISOR AND/OR MECHANIC.
3. MAY PERFORM EMERGENCY ROADSIDE REPAIRS, SUCH AS TIRES, INSTALLING LIGHT BULBS, REPLACING FUSES, AND INSTALLING TIRE CHAINS.
4. OPERATES A NUMBER OF THE FOLLOWING TYPES OF EQUIPMENT: AIR HAMMER, BACKHOE, HAND AUGER, LAWNMOWER, FRONT-END LOADER, SNOW PLOW AND SO FORTH.
5. OPERATES STREET SWEEPER TO KEEP CITY STREETS CLEAN.
6. MAY PERFORM VARIOUS LABOR FUNCTIONS SUCH AS SHOVELING AND DIGGING SAND, DIRT, SNOW, ETC.; PICKING UP BRUSH; CLEANING PARKS; DIGGING GRAVES AT MUNICIPAL CEMETERY; CLEANING CATCH BASINS; TRIMMING TREES, REMOVING TREES, AND SO FORTH. WILL ASSIST THE WATER/SEWER DIST. FOREMAN IN THE CONSTRUCTION AND MAINTENANCE OF VARIOUS CITY UTILITY SYSTEMS AND RIGHTS-F-WAY INCLUDING SANITARY SEWERS, STORM SEWERS, WATER SYSTEMS.

QUALIFICATION PROFILE

1. FORMAL EDUCATION

HIGH SCHOOL GRADUATE OR EQUIVALENT TRAINING AND EXPERIENCE.
MECHANICAL AND SCIENCE BACKGROUND HIGHLY DESIRABLE.

2. GENERAL REQUIREMENTS

- A) ABILITY TO UNDERSTAND AND CARRY OUT ORAL AND WRITTEN INSTRUCTIONS.
- B) ABILITY TO PERFORM STRENUOUS MANUAL LABOR UNDER ADVERSE WEATHER CONDITIONS.
- C) ABILITY TO OPERATE VARIOUS KINDS OF EQUIPMENT SUCH AS DUMP TRUCKS, BACKHOE AND FRONT-END LOADERS.
- D) ABILITY TO OPERATE A VARIETY OF HAND TOOLS AND POWER EQUIPMENT.
- E) MUST HOLD A VALID VEHICLE OPERATOR'S LICENSE AND COMMERCIAL DRIVER'S LICENSE.

GENERAL EDUCATION DEVELOPMENT

1) REASONING

APPLY COMMON SENSE AND UNDERSTANDING TO CARRY OUT INSTRUCTIONS FURNISHED IN ORAL, WRITTEN, AND/OR MAPS.

2) MATHEMATICAL

MAKE ARITHMETIC CALCULATIONS INVOLVING FRACTIONS, DECIMALS, AND PERCENTAGES.

3. LANGUAGE

ABILITY TO INTERPRET DRAWINGS SPECIFICATION AND TECHNICAL MANUALS.

TEMPERAMENT

WORKER MUST ADJUST TO A VARIETY OF DUTIES INVOLVING BOTH WORKING ALONE AND WORKING WITH OTHERS IN ACHIEVING JOB.

PHYSICAL DEMANDS

MEDIUM TO VERY HARD WORK. INVOLVES LIFTING, CLIMBING, BALANCING, STOOPING, KNEELING, CROUCHING, REACHING, HANDLING, AND FEELING, MUST BE ABLE TO PASS A PHYSICAL EXAMINATION.

WORKING CONDITIONS

PRIMARILY OUTSIDE. EXPOSED TO WEATHER, DAMPNESS, FUMES, ODORS, DUST TOXIC CONDITIONS AND OTHER ENVIRONMENTAL CONDITIONS.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PEOPLE ASSIGNED THIS CLASSIFICATION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.