

## **CITY OF BRIGHTON DEPARTMENT OF PUBLIC WORKS OPERATOR**

The City of Brighton is in need of two full time Department of Public Works Operators to join a skilled, responsible and dedicated team. Under the direction of the Department of Public Works Superintendent, the qualified candidate will perform all day-to-day operations & maintenance activities.

Applicants will possess a High School diploma or GED equivalent, a valid State of Michigan driver's license, a satisfactory driving record and the ability to maintain one throughout employment is required, a CDL, Class B including air brake endorsement or obtain within six months of employment is required. One year minimum experience in Department of Public Works or equivalent; Experience in performing manual labor tasks (use of hand and power tools). Experience operating various types of construction and maintenance equipment. Availability to work at any given hour of the day whether it is scheduled or an emergency. Preferred Certifications and Licenses: Construction Storm Water License; State Water Distribution Certification; Industrial Storm Water License; Certified Applicators Pesticide License; Playground Inspectors Certification

A starting salary of \$19.69 - \$21.89, along with a comprehensive benefit package is offered to the qualified applicant. If you would like to join our team and work in a full-service community with a vibrant downtown, please send a letter of interest, resume and completed application which can be found on the City of Brighton website at [www.brightoncity.org](http://www.brightoncity.org):

City of Brighton  
Michelle R. Miller, Human Resources Manager  
RE: DPW Operator  
200 N First St.  
Brighton, MI 48116  
or  
[millerm@brightoncity.org](mailto:millerm@brightoncity.org)

Applicants are asked to submit all application materials by September 24, 2019. A copy of the full position description can be found at [www.brightoncity.org](http://www.brightoncity.org). EOE

**CITY OF BRIGHTON  
JOB DESCRIPTION  
Department of Public Works Operator**

**Supervised By:** Public Works Director  
**LFSA:** Non- Exempt  
**Union:** TPOAM

**Position Summary:**

The City of Brighton is seeking a full time Department of Public Works Operator to join a skilled, responsible, and dedicated team, under the supervision of the Department of Public Works Superintendent to perform all day to day operations & maintenance activities.

**Essential Job Functions:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Perform a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in construction, operation, repair and maintenance.
2. Performs required labor involved in construction and maintenance projects.
3. Drives trucks of various sizes and weights in the loading, hauling and unloading of various pieces equipment.
4. Help maintain various parts of storm, sanitary and water systems.
5. Building maintenance of various locations.
6. Locating and marking of City owned utilities.
7. Clears streets and sidewalks of snow and ice.
8. Work with Cemetery division when needed.
9. Maintains and repairs streets and sidewalks.
10. Mow and maintains open space areas; mows lawns; weeds; cleans and maintains City property.
11. Performs minor unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc by performing custodial maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
12. Operates light, medium and heavy construction and power equipment, such as vactor, backhoe/loader and snowplow.
13. Operates a variety of power construction and maintenance equipment used in the street department.
14. Availability to work at any given hour of the day whether it is scheduled or an emergency.
15. Assist and support other departments as requested.

**Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

1. Possess and maintain a valid Michigan Operators License
  - CDL, Class B including air brake endorsement or obtain within six months of employment

2. High School diploma or GED equivalent
3. One year minimum experience in Department of Public Works or equivalent
4. Experience in performing manual labor tasks (use of hand and power tools)
5. Experience operating various types of construction and maintenance equipment

### **Preferences**

- Construction Storm Water license
- State Water distribution Certification
- Industrial Storm Water license
- Certified Applicators Pesticide license
- Playground Inspectors Certification

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Ability to distinguish sounds, pitches, tones, and hear speech 100 % of each work day.
- Must have manual and finger dexterity.
- Must have the ability to perceive the nature of object by the eye. Ability to judge distance and space relationship to see object where and as they are.
- Must be able to climb and descend from structures, stairs, ramps while balancing and maintaining body equilibrium to prevent falling when walking, standing, bending on surfaces that may be rough, uneven, slippery, ascending, descending or flat.
- Must be able to stand on feet during related projects 100% of the project and 80% of the day.
- May be exposed to working in close quarters, high and precarious places, moving mechanical parts, wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, vibration, fumes or airborne particles and infectious diseases.
- Ability to communicate in person, in writing, and by telecommunication devices.
- Must be able to lift between 50-100 lbs. as required.
- Ability to work independently.
- Must be able to work for extended periods of time beyond a regular work shift during a City/Department emergency.
- Must be able to work in adverse weather conditions with exposure to weather –related heat, cold, rain, snow, wind and related elements.
- Must be able to work in multiple ranges of sanitary conditions and withstand certain odors that may be prevalent to the job.
- Must be able to read and interpret operating procedures, maps, rules and policies, etc.
- Must adapt to changing work priorities as assigned by supervisor or employee's judgement.
- Must be able to perform work in compliance with current safety standards.
- Must have the ability to professionally communicate to maintain effective and appropriate working relations with customers, co-workers, and representatives of other agencies.

## **PUBLIC WORKS CLASSIFICATIONS**

Employees will be asked to explain problem-solving issues by the Superintendent and demonstrate ability to perform required job duties to prove they are ready for next level. Employees will be performing job duties in higher classifications to prepare for advancement to those classifications. If an employee cannot perform the duties in their current classification, the City may consider lowering their classification until employee can demonstrate the ability to do so. If a crew leader position exists, filling of that position will be at the discretion of the DPS Director.

### **Laborer: \$19.69 no CDL**

12 months of service, must be able to perform the following to advance to next level

- Must possess willingness and ability to learn.
- Demonstrate the ability to work and communicate with residents and business owners in a professional and polite manner.
- Demonstrate ability to work well with others.
- Take direction from other higher classes.
- Fill out daily paperwork as required.
- Demonstrate proper safety techniques and procedures when working.
- Work with other classes to become more efficient in tools and equipment.
- Follow and demonstrate all safety requirements needed for the department and task.
- Demonstrate use of hand tools including but not limited to shovels, rakes, hammers, brooms, drill motors, chain saws, etc.
- Show correct operation of pickup truck, one-ton truck, mowers, utility vehicles, etc.
- Operate plow on pickup and one ton.
- Assist at cemetery under the authority of the City Sexton
- Work with all higher classifications to learn needed requirements to move up.
- Help train all lower classifications.

### **Class 1 - CDL Required**

\$21.89 Ability to advance to Class 2 after 1 year in this classification

- Work with all higher classifications to learn needed requirements to move up.
- Help train all lower classifications.
- Ability to use transit or laser level to shoot grade accurately.
- Conduct road closures per MMUTCD
- Operate Street Sweeper
- Ability to rebuild catchbasins or manholes
- Paint sprayer
- Operate Bucket truck
- Operate Street saw
- Operate Salt/dump truck
- Install sign posts and signs
- Ability to call in Miss Digs for any work that may be required.
- Use of Lucity work order system
- Operate air compressor
- Operate Skidsteer
- Must be able to perform general maintenance on DPW vehicles and equipment

### **Class 2 - CDL Required**

\$24.08 Ability to advance to Class 3 after 6 months in this classification

- Must operate all DPW equipment & perform all tasks within the department.
- Work with all higher classifications to learn needed requirements to move up.
- Help train all lower classifications.
- Operate the Backhoe
- Operate Mini-Excavator
- Operate Loader
- Demonstrate knowledge Civic event road closures
- Demonstrate knowledge of snow plow routes
- Operate and maintain all equipment trucks and vehicles
- Responsible for reporting all needed repairs and maintenance needed out of house to crew leader or supervisor.
- Must be familiar with all aspects of the duties of the Public Works department including streets, signs, parks, civic events, etc.

### **Class 3 - CDL Required**

\$25.79 Ability to advance to Crew Leader once the following is mastered:

- Must be able to perform all lower classification duties for that department
- Help train all lower classifications.
- Be familiar with the Lucity program for entering data, job tasks, etc.
- Ability to work with groups and business owners in a professional manner.
- Must have one or more of the following licenses based on crew leader position that is being sought. Example,
  1. Streets Crew leader-Industrial Storm License, Construction Storm License
  2. Facilities Crew leader or Cemetery Crew leader-Pesticide License or Playground Inspection Licensing.

### **Crew Leader - CDL Required**

\$27.16

- Must have a minimum of 3 years of service in DPW and approval of Superintendent for advancement. If crew leader position is denied, definitive reasoning must be provided by supervision.
- Responsible for arranging all needed maintenance on trucks and equipment when needed.
- Must demonstrate the ability to direct and work with fellow employees on job function when needed.
- Provide assistance to Water Department and Wastewater Department on an as needed basis
- Work with and manage lower classification when needed.
- Work with multiple groups and business owners when needed.
- Help train all lower classifications.
- Assist the department head in the following areas:
  1. Setting up work crews
  2. Job assignments
  3. Supervision of all classifications
  4. Ensure all necessary paperwork and reporting is finished for job and crew on job daily.

Hourly wage rates for current employees for the duration of the contract are shown as listed below and include the following annual across the board increase:

July 29, 2019	3%
July 1, 2020	2.5%
July 1, 2021	2.5%
July 1, 2022	Wage Opener

	<u>DOR</u>	<u>07/01/20</u>	<u>07/01/21</u>	<u>07/01/22</u>
Laborer	\$19.69	\$20.19	\$20.69	Wage Opener
Class 1	\$21.89	\$22.43	\$23.00	Wage Opener
Class 2	\$24.08	\$24.68	\$25.30	Wage Opener
Class 3	\$26.56	\$27.22	\$27.91	Wage Opener
Crew Leader	\$27.97	\$28.67	\$29.39	Wage Opener

Employees holding valid State Water, Waste Water and/or Public Works Certification Licenses for their job classification shall be paid an annual bonus in December each year in accordance with the following:

<u>Water Certification</u>	<u>Wastewater Certification</u>	<u>Public Works Certification</u>
S4/D4=\$500	D=\$500	Playground Safety=\$500
S3/D3=\$1,000	C=\$1,000	Pesticide Application=\$500
S2/D2=\$1,500	B=\$1,500	Industrial Storm water=\$500
	Industrial Storm water=\$500	Construction Storm Water=\$500
	Construction Storm water - \$500	

No employee shall be eligible for more than \$1,500 in License/Certification Bonuses annually.

## Section 2

At the discretion of the Public Services Director, and subject to the approval by the City Manager, employees hired into the bargaining unit may be placed at any classification up to Class 1. However, with mutual consent of the Union, employees may be hired at the Class 2 level or above. Such placement shall be based on the individual's prior work experience and any other factor deemed relevant by the Public Works Director.

**CITY OF BRIGHTON**

**APPLICATION FOR EMPLOYMENT**

**To The Applicant:** We appreciate your interest in the City of Brighton and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position that, in our judgment, best meets your qualifications.

**The City of Brighton is an Equal Opportunity Employer**

**Instructions:**

Please print the requested information in the spaces provided below.

Date of Application: \_\_\_\_\_  
Month/Day/Year

Date Available to Begin Work: \_\_\_\_\_  
Month/Day/Year

**PERSONAL INFORMATION**

Last Name	First	Middle	Social Security Number
Street Address			Home Telephone
City, State, Zip			Mobile Telephone
In Case of Emergency, Notify:			
Name		Address	Telephone Number
Are You Legally Eligible For Employment in the U.S.??*		Are You 18 Years or Older?	
If related to any elected or appointed City Officers, state name and relationship to you.			
Have you ever been convicted of a crime?		<input type="checkbox"/> YES (explain)	<input type="checkbox"/> NO
(A criminal conviction record will not necessarily prohibit you from being employed.)			
If YES, please list date, place and nature of offense.			
Are there any felony charges presently pending against you?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

\* The City of Brighton conforms to the Immigration Reform and Control Act of 1986, which requires you to furnish documentation showing your identity and legal authorization to working the United States once you have been offered employment.

**EMPLOYMENT DESIRED**

POSITION (S) APPLIED FOR: _____	DEPARTMENT(S):	Public Works <input type="checkbox"/>	Finance <input type="checkbox"/>
		Water & Sewer <input type="checkbox"/>	Police <input type="checkbox"/>
		Fire <input type="checkbox"/>	Clerk <input type="checkbox"/>
		Bldg/Planning <input type="checkbox"/>	Other <input type="checkbox"/>
		Assessing <input type="checkbox"/>	
PAY/SALARY DESIRED: _____			
Kind of Work Sought: Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/>			
If part-time or seasonal, please specify days, hours, or time of year sought: _____			

**FORMER EMPLOYERS**

Please give an accurate, complete, full-time and part-time employment record. Start with present, or most recent employer. (List additional employers on a separate sheet, if necessary.)

**PLEASE PRINT ALL INFORMATION**

Company Name	Telephone
Address City, State	Employed (month/year) From To
List Job Title & Responsibilities	Reason for Leaving

Company Name	Telephone
Address City, State	Employed (month/year) From To
List Job Title & Responsibilities	Reason for Leaving

Company Name	Telephone
Address City, State	Employed (month/year) From To
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Company Name	Telephone
Address City, State	Employed (month/year) From To
List Job Title & Responsibilities	Reason for Leaving

<p>Have you ever been discharged or requested to resign any job? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please explain circumstances _____</p> <p>_____</p> <p>Are you presently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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**EDUCATION**



**Applicants for certain positions may be required to provide transcripts**

EDUCATION	Name & Location of School	No. Of Years Completed	Subjects Studied	Degree Earned
High School				
College/ University				
Vocational/ Trade/Graduate				

**GENERAL**

Do you have any special training, skills, qualifications, licenses, certifications or other experiences that relate to the position(s) applied for?

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**A current drivers license is required for certain positions in the following departments:**  
Police, Fire, Public Works, Water & Sewer, Bldg/Planning and Assessing

**If you are applying for a position in a listed department,**  
Do you presently have a valid Michigan driver's license?  YES  NO

Type of License: Operators License  Commercial Drivers License (CDL)   
License No. \_\_\_\_\_ Endorsements \_\_\_\_\_  
Expiration Date \_\_\_\_\_ Current Number of Points \_\_\_\_\_

**(A license check will be conducted for applicants for positions requiring a drivers license)**

**Police Applicants Only:**

Are you certified or have you completed the Michigan Commission  
On Law Enforcement Standards (MCOLES) basic police training to be  
a certified law enforcement officer in the State of Michigan?  YES  NO

**U.S. Military Service:**

Branch of Service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Rank or Rating \_\_\_\_\_ Type of Discharge \_\_\_\_\_

**PHYSICAL RECORD**

**MEDICAL EXAMINATIONS:** In accordance with the provision of the Americans With Disabilities Act, the City of Brighton may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination.

**I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS.** I understand that as a condition of employment, I may be required to take a pre-employment drug test for the illegal use of drugs, which may include the collection of urine samples from my person. I agree that the results of this test may be submitted to the City of Brighton, or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the City. I understand that if the results of any pre-employment drug tests are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the City may be immediately terminated.

**Applicant's Signature** \_\_\_\_\_

**REFERENCES**

**Please give the names of 3 people, not related to you, whom you have known for over one year.**

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN

**SIGNATURE**

**(Read carefully before signing)**

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the City has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize the City to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the City to release to the City any information they have regarding me without providing written notice to me.
- I authorize the City to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the City from any liability in connection with such use or disclosure.
- If I am hired by the City, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the City as they are from time-to-time changed, with or without notice to me.
- If I am hired by the City, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that, except as set forth in any collective bargaining agreement, the City can terminate the employment relationship at any time, with or without cause, with or without notice. This employment relationship exists regardless of any other written statements or policies or any other City document or any verbal statement to the contrary. No one except the Mayor, with City Council Approval, can enter into any kind of employment relationship or agreement with is contrary to the above. To be enforceable, such relationship or agreement must be in writing and personally signed by the Mayor and myself.
- If I am hired by the City, I understand and agree that any and all claims or disputes that are subject to state or federal court jurisdiction, and which arise between myself and the City or its agents, shall be submitted to arbitration for resolution under the provisions and authority of the Michigan Arbitration Act, MCL 600.5001 and MCR 3.602. I understand that my agreement to arbitrate these disputes does not waive or limit any of my substantive rights or remedies.

Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_