

ENTRY LEVEL MAINTENANCE ASSISTANT

Basic Function: Read and accurately record usage data from utility meters. Keep accurate and legible records as a basis for customer billings. Perform maintenance on sewer system components, lift stations, pumps, and motors. Perform maintenance on water system components, mains, services, fire hydrants, valves, and meters. Perform related work as required.

Supervision Received: Work is performed under the direction and supervision of the Director of Public Works in coordination with the Public Works Foreman. Daily assignments are made. Work is performed with minimal supervision and may be checked in progress and upon completion.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Read water and sewer meters.
 - a. Read water and sewer usage meters on assigned routes.
 - b. Record readings accurately on electronic meter reading equipment.
 - c. Check meters for breakage, defects, and water leakage and report same to supervisor.
2. Assist with the installation and repair of water and sewer meters as needed.
3. Assist with the cleaning, repair and maintenance of buildings, tools, equipment, vehicles, etc.
4. Assist maintenance workers with the installation, maintenance, and repair of sewer collection facilities, water mains and services, and related appurtenances.
5. Operate and maintain a variety of vehicles and mechanical equipment.
 - a. Operate light duty trucks for meter reading work and to haul materials/equipment to work sites.
 - b. Assist in maintenance and light repair of vehicles and equipment.
6. Perform related work as required.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following knowledge, training, and experience.

1. Aptitude, dexterity, and skill to efficiently and safely operate vehicles, equipment and tools.
2. Knowledge of safety procedures and precautions involved in public works projects and operations.
3. Skill in establishing and maintaining effective working relationships with employees and the general public.
4. Ability to understand and follow oral and written instructions and to work independently with minimal direct supervision.

5. Ability to perform physical labor involving walking, lifting, pulling, and carrying heavy loads; ability to lift 90 lbs without assistance; and ability to work outdoors in all types of weather conditions.
6. Demonstrated mechanical aptitude with the ability to learn and perform mechanical repairs.
7. Availability and flexibility for on-call and extra hours as required to meet workload, operational and emergency work needs at any time and on any day.
8. Ability to report to the Public Works department within 20 minutes when on call (207 W Lakewood Blvd.)
9. Required training includes a high school diploma or equivalent. A Michigan motor vehicle operator's license is required, along with the ability to obtain a commercial driver's license (CDL).