



## **WE ARE HIRING!**

***This job posting will remain open until filled.***

Do you enjoy serving your community? Do you appreciate small-town living? Do you have municipal experience? If you responded yes, then this position could be great for you!

The Village of Kingsley is located in southern Grand Traverse County. Kingsley is an ever-growing rural community that strives to maintain its small-town feel. Kingsley has two local restaurants, an excellent school system, a vibrant downtown with a summer Farmer's Market, fantastic parks, and extensive trail systems nearby.

The Village of Kingsley is in search of a DPW Laborer. The ideal candidate will be a hands-on leader with knowledge of construction, maintenance, and repair processes related to public infrastructure including, but not limited to, roads, parks, sidewalks, water, sewer, and building maintenance. This position requires teamwork and independent work, ensuring projects are completed efficiently, safely, and to the highest standards.

This is a full-time position with occasional over-time. The general working days are Monday through Friday 7:00 a.m. – 3:30 p.m., on-call rotation every third week. An alternative 4-day work week, ten-hour days, Tuesday-Friday, may be considered. Please see attached job description. A comprehensive benefits package is offered including health, dental and vision insurance, retirement, paid time off banks, life insurance, and paid holidays. Hourly wage ranges from \$18-26.50/hour with the starting wage dependent on qualifications. As a CDL-B and water licenses are obtained, hourly wage increases will coincide with these accomplishments.

Please submit your cover letter and resume to the Village of Kingsley, 207 S. Brownson Avenue, Kingsley, MI 49649 or via email to [kvmanager@villageofkingsley.com](mailto:kvmanager@villageofkingsley.com).

# VILLAGE OF KINGSLEY

## DEPARTMENT OF PUBLIC WORKS LABORER

**Supervised By:** Department of Public Works Supervisor  
**Supervises:** None.

### **Position Summary:**

Under the supervision of the Department of Public Works (DPW) Supervisor, performs a broad range of manual labor and semi-skilled construction, maintenance, and repair activities associated with Village infrastructure including streets, curbs, sidewalks, traffic control and related signage, parking lots, grounds and parks, facilities, forestry program, leaf pick-up program, water and storm sewer systems, utilities, special events and seasonal activities, and related functional areas. Operates light and heavy equipment to complete public works tasks such as mowing, snow removal, street and storm sewer repair, debris removal, buildings and grounds maintenance, and equipment maintenance and repair. Serves as back-up supervisor and water operator when the DPW Superintendent is unavailable.

### **Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Performs various manual labor and semi-skilled maintenance and repair activities to construct, maintain, and repair Village infrastructure including streets, curbs, sidewalks, storm sewers, grounds and parks, facilities, utilities, and related functional areas.
2. Performs manual labor and semi-skilled maintenance and basic repair tasks involving carpentry, electrical, plumbing, concrete, mechanical, road, and utility repair.
3. Performs standardized tests, takes samples, and regulates conditions in water distribution operations. Oversees the repair of equipment and participates in pressure testing and construction projects.
4. Operates vehicles, trucks, and equipment of various sizes and weights such as front-end loader, backhoe, sweeper, mower, trimmer, dump truck, snowplow, salt spreader, grader, jack hammer, concrete and chain saws, sprayer, welder, torch, and other light and heavy vehicles and equipment.
5. Performs grounds and parks maintenance tasks such as tree trimming, brush and leaf removal, mowing, trash pick-up, restroom cleaning, playground equipment repair, and recreation area preparation.
6. Assists in various tasks related to street and parking lot maintenance such as pothole patching, street sweeping, snow plowing and salting, painting/stripping, concrete preparation and pouring, erecting and repairing street/traffic signs and banners, and street light replacement.
7. Assists with special events and seasonal activities including placing and removing signs and barricades, assisting with decorating, event set up and traffic control, and related items.

8. Performs minor equipment maintenance and repair. Assures adherence to preventive maintenance schedules for assigned vehicles. Installs and removes attachment parts including plows, mowers and salters.
9. Assists in the maintenance and repair of the storm sewer system. Cleans, repairs, and replaces catch basins. Assists with backups including excavating piping and repairing and replacing damaged pipes.
10. Loads and unloads vehicles with a variety of materials, equipment, or tools, hauls various types of materials such as sand, stone, and snow, and spreads brine chemicals.
11. Completes timesheets and maintains daily work logs of projects completed and the equipment, vehicles and materials used. Completes other paperwork as assigned.
12. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations.
13. Responds to public inquiries constructively, refers complaints or complex issues to the Public Works Supervisor or Village Manager, and otherwise represents the department in a positive manner.
14. Responds to Water and Sewer calls and alarms and public works emergency situations. Required to work rotating on-call schedule and additional hours outside of normal business hours in the event of an emergency or during snow season. On-call schedule is generally every third week from Friday to Friday.
15. Performs other duties as assigned.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A high school diploma or equivalent is required. and Vocational or technical training in construction, equipment operations, carpentry, or a related field is preferred.
- Three or more years of experience in building or street maintenance, construction, or related field is preferred.
- State of Michigan Commercial Driver's License (CDL-B) with the ability to obtain the appropriate endorsement(s), a satisfactory driving record, and the ability to maintain one throughout employment is required. The Village of Kingsley will provide the necessary training and testing. Employee must obtain CDL-B within six months of hire.
- State of Michigan D-3 and S-3 water distribution certificates are required. State of Michigan D-4 and S-4 water distribution certificates may be obtained before level threes if desired. Level 3 licensing must be maintained within the first year of employment. The Village of Kingsley will pay for classes and testing fees to obtain these licenses.
- Knowledge of the materials, tools, vehicles, and equipment utilized in the maintenance and repair of buildings, mechanical systems, construction projects, and infrastructure systems.

- Knowledge of the methods, procedures, and tasks associated with construction projects, infrastructure systems repair and maintenance, building and grounds repair and maintenance, and related operations.
- Knowledge of the safety issues and precautions, regulations, and procedures utilized in public works activities and operations.
- Skill in the use of public works vehicles, light and heavy equipment and tools, and related implements used in department operations.
- Ability to perform a variety of construction, maintenance, repair, and inspection tasks related to Village buildings, facilities, grounds, parks, streets, sidewalks, and other public works activities.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Village officials, professional contacts, community leaders, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to travel to other locations and respond to emergencies on a 24-hour basis.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee is regularly required to travel to various locations within the Village and work outside the office at field sites, including visiting construction and other works in progress. This may require the employee to visit sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate light and heavy equipment and hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, and moving mechanical parts. The noise level in the work environment may be loud in field situations.

While performing the duties of this job, the employee is frequently required to communicate with others in person and on the phone. The employee must regularly lift and/or move items of moderate to heavy weight.