



2105 Sullivan Drive  
Harrison, MI 48625  
989-539-7145 fax 989-539-2292  
<https://cityofharrison-mi.gov>

*"The City of Harrison is an Equal Opportunity Employer and Provider"*

## **Department of Public Works (DPW) Operator Job Description**

**Reports To:** Department of Public Works Director

**FLSA Status:** Full-Time, Non-Exempt

**Starting Wage:** \$16.00 per hour

### **General Summary**

The City of Harrison Department of Public Works is seeking a dedicated DPW Operator to join our team and serve the community with excellence. As a DPW Operator, you will play a crucial role in ensuring that the City's streets, sidewalks, and public infrastructure are safe and functional for all residents. We are looking for someone who is committed to delivering high-quality service and has a strong work ethic, as well as the ability to work well in a team. If you are passionate about making a positive impact in the community and take pride in your work, we encourage you to apply for this position.

### **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.

- Perform a variety of manual labor tasks, including operating hand tools and power equipment to repair and maintain City streets, sidewalks, curbs, gutters, and other public infrastructure.
- Assist with snow removal and other emergency response duties as required.
- Maintain and repair City parks and grounds, buildings, and fleet vehicles.
- Assist with setting up and cleaning up for public events.
- Provide customer service and respond to service calls as needed.

- Ensure compliance with safety regulations and guidelines in all activities.
- 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.

- High School diploma or GED.
- Must possess and maintain a valid State of Michigan operator's license.
- Ability to operate trucks and smaller tractors with or without attachments for lawn mowing and snow removal maintenance.
- Ability to or have the willingness to learn how to repair water mains and sewers, make water and sewer taps, clean sewers and catch basins, repair and maintain fire hydrants.
- Be available as needed to maintain and repair critical City infrastructure.
- Candidate must also be able to pass a DOT Physical, which includes a drug test, and continued random testing.

### **Working Conditions**

Tasks are performed both inside and outside environmental conditions. Workers are exposed to all weather conditions, including extreme heat and cold. Physical demands on the job include manual labor, heavy lifting, and long hours. Work schedule is typically Tuesday through Friday from 6am to 4:30 pm, working four, 10-hour shifts per week, with some weekends required. However, working schedule may vary based on the needs of the City, and is subject to change.

This position is subject to a 90-day probationary period.

## **Safety Requirements**

The safety of our employees is of utmost importance. As such, we require all candidates to consent to a background check and drug test as part of the hiring process. We also conduct one or more formal interviews to ensure that we hire the perfect candidate for the job. Safety regulations and guidelines must be adhered to at all times.

## **Benefits Offered by the City of Harrison**

- Medical, dental, and vision insurance
- Life insurance
- Defined Benefit Plan (Pension)
- Flexible Spending Account (FSA)
- 457 Retirement Plan
- Paid Time Off (PTO) & Sick Time
- Paid Holidays
- Uniform and equipment provided

## **How to Apply**

To apply for the position, submit your resume or completed application to the Harrison City Manager at [manager@CityofHarrison-MI.Gov](mailto:manager@CityofHarrison-MI.Gov) or drop it off in person at Harrison City Hall, 2105 Sullivan Dr., Harrison MI 48625. Applications will be accepted until the position is filled. Compensation is determined based on qualifications and experience, in accordance with City policy.

*\*\*\*The City of Harrison is committed to building a diverse and inclusive workforce and is an equal opportunity employer. We provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or any other characteristic protected by law. We encourage qualified candidates of all backgrounds to apply and if accommodations are needed during the application or interview process, please notify the City Manager at the time of your application.\*\*\**