

# *Charter Township of Alpena*

Alpena Twp. Civic Building  
4285 U.S. 23 North  
Alpena, MI 49707  
Telephone: (989) 356-0297

## JOB DESCRIPTION

### **POSITION: DPW LABORER ASSISTANT**

#### **BROAD STATEMENT OF RESPONSIBILITIES:**

Assistant Laborer shall be responsible for maintenance and repairs of the Alpena Township water and sewer systems. Will conduct leak tests and trouble shoot meter functionality for customers. Perform any and all functions that will protect and maintain the property, equipment and infrastructure of Alpena Township. Under the supervision of the DPW Director, the Assistant Laborer will conduct all aspects of maintenance on the water and sewer system. The Assistant Laborer will provide customer service in the field as needed.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Perform and complete any and all necessary tasks as assigned by the DPW Director.
- Maintain and inspect sewer lift stations.
- Maintain and inspect water booster stations.
- Perform utility locating (MISS DIG) for Township owned infrastructure.
- Perform meter and leak testing and customer service.
- Install and repair water meters
- Perform shop and equipment maintenance as needed.
- Be on call on a regular schedule and respond to any and all calls promptly and within the protocol parameters

#### **KNOWLEDGE, SKILLS & ABILITIES:**

Must have knowledge of water and sewer infrastructure.

Understand and have the ability to read blue prints.

Possess good customer service skills.

Understand and maintain water meters.

Must have the ability to lift heavy objects and work while standing or walking for long periods of time

Must possess the ability to perform basic math calculations and formulas.

#### **JOB QUALIFICATIONS:**

Must have a high school diploma

Minimum of one year experience in the water and sewer utilities or equivalent.

Must obtain an S-4 water operator certification with one year or at the first available test cycle date

Must have knowledge of and understand various types of equipment that pertain to the water and sewer industry

Must have a valid driver's license

***The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.***

I have reviewed the job description and find it to be an accurate summary of the Laborer Assistant position.

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Employee signature

Date