



# City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212  
Telephone 313-800-5233

## Department of Public Works Maintenance Technician – Grade 12

An Equal Opportunity Employer

The City of Hamtramck has an opening for a full-time Maintenance Technician in our Department of Public Service Department. This position is part of the Department of Public Services located in City Hall at 3401 Evaline Street, Hamtramck, MI 48212. This is an AFSCME union position and reports to the Director, Department of Public Services or designee. Work hours are Monday – Friday from 8:00am – 4:00 pm with overtime as needed and the ability to be on call.

### **Job Description Summary:**

Under general supervision of the DPS Supervisor and/or DPS Director, the Maintenance Technician is responsible for performing a variety of tasks related to the maintenance of municipal facilities and streets, right-of-way, storm drains, sewer lines, water system, graffiti removal; and perform related work as directed.

### **Essential Duties and Responsibilities:**

- Use water and sewer drawings to locate, mark, and stake water service lines, water mains, sanitary and storm sewer mains and laterals.
- Operate dump trucks, snowplows, salters, pumps, air compressors, concrete saws, chain saws, woodchippers, weed whips, tractors, lawn mower, sprayers and other power-driven equipment and tools.
- Perform snow removal activities.
- Repair and patch streets and alleys.
- Install, remove, and maintain street signs.
- Maintenance of city parks, lots and clean-up of debris.
- Perform building maintenance and assist with cleaning of all city owned buildings and properties.
- Assist with crew performing repairs to city-owned infrastructure.
- Assist with fire hydrant maintenance and repairs.
- Turn on and off water services to Hamtramck water customers.
- Operate water distribution system valves.
- Assist with the repair water service lines and stop boxes.
- Perform minor carpentry, construction and bench repair work.
- Install/remove/repair residential and commercial water meters and meter transmitter units. Program and read the equipment.
- Maintain parking meters, parking lots, and associated equipment.
- Setup and remove barricades and caution tape at work sites.
- Check city sewers and catch basins. Perform minor repairs.
- Maintain and repair city owned trash containers.
- Complete/enter work orders into computerized device utilizing basic computer knowledge & Microsoft Office programs.
- Inspect work completed by vendors and contractors.
- Must be willing to work overtime, including being on call.
- Perform related work as directed.

### **Knowledge, Skills, and Abilities:**

- Obtain and maintain an S-4 State of MI Dept. of Environmental Quality Water Distribution License within 1 year of hire date.
- Ability to read and understand water and sewer system drawings.
- Reasonable knowledge of work methods, practices and procedures involved in public works construction, maintenance and repair activities.

- Reasonable knowledge of the operation of trucks, snowplows, and other automotive and power-driven equipment and tools.
- Ability to perform heavy manual labor under all types of weather and other conditions.
- Ability to understand and follow oral and written instructions.
- Knowledge of the traffic laws, ordinances and regulations involved in the operation of equipment.
- Knowledge of occupational hazards and safety precautions, including proper lifting techniques.
- Ability to work effectively with other employees.

**Education and Experience:**

- High School Diploma or G.E.D. Possession of a valid Michigan Driver's License with clean record.
- Reasonable experience in a variety of equipment operation, maintenance, construction and repair tasks. Able to work outdoors with expose to natural environments.

Pay rate:           \$20.7237/hour

**Application Process:** Download applications at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx>. Return completed application and resume via email to [hr@hamtramckcity.com](mailto:hr@hamtramckcity.com).

*The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.*