

**NOTICE OF POSITION VACANCY**  
**June 26, 2017**

**TITLE:** Utilities Operator

**COMPENSATION:** Grade 8 - \$18.78 - \$23.81

**JOB SUMMARY:** Under the supervision of the assigned Supervisor, performs daily operation and maintenance duties in all areas of Public Services including but not limited to streets, water, wastewater, general building and equipment maintenance, cemetery, airport, parks, and grounds. Performs a wide range of skilled and semi-skilled maintenance, construction, and repair tasks in support of Public Services projects. Assists Public Services Divisions as assigned.

**MINIMUM QUALIFICATIONS:** Educational requirements include a high school diploma or equivalent. Experience requirements include one year of related experience in construction, maintenance, or water/wastewater operations and maintenance, or related field. A valid Michigan driver's license and the ability to obtain a Commercial Driver's License Class A with air brake endorsement and tanker endorsement within one year of employment. Ability to obtain Michigan Department of Environmental Quality D4 & S4 water system licenses or Class D Wastewater license within 2 years of employment. Thorough knowledge of water, wastewater, and storm water distribution system operating procedures and maintenance needs. Considerable knowledge of safety procedures and protocol involved in equipment operation and public works maintenance. Thorough knowledge of the methods, tools, and materials required for testing, installing and repairing utility system equipment, machinery, and facilities. Knowledge of safety requirements of operating a utility system. Considerable knowledge of the tools, materials, and equipment used in the repair and maintenance of infrastructure systems, buildings, and grounds. Skill in performing water quality and wastewater tests according to established procedures. Ability to troubleshoot mechanical and equipment problems. Ability to complete records and maintain files relating to the operation of the utility system. Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with the public and other employees. Ability to work effectively under stress and changes in work priorities, and the ability to respond during non-business hours to emergency situations.

**APPLICATION DEADLINE:**

Interested applicants should submit a completed application, resume, and letter of introduction by 8:00 AM , July 24, 2017 to Ameer King, Assistant City Administrator, 310 Greenwood St., Grand Ledge, MI 48837, or [Aking@cityofgrandledge.com](mailto:Aking@cityofgrandledge.com).