



BIRCH RUN TOWNSHIP

Department of Public Works & Fire Department Personnel

Job Description

Reports To: DPW Supervisor & Fire Chief

Salary Grade: \$20.00 - \$22.00

Approved By: Birch Run Township Board of Directors

FLSA Status: Hourly

Supervisory Responsibility: No

Approved Date:

Primary Function

Designed to perform a wide range of general labor and skilled labor tasks in support of public works and fire department operations. Maintains and operates power equipment and able to instruct the more unexperienced staff to use equipment if needed. This includes but is not limited to:

Performance Responsibilities – Essential Functions (Other duties may be assigned)

1. Seasonal landscaping activities include planting and weeding flower beds, planting and pruning trees, removing or replacing tree posts, tree/limb removal, planting and maintaining shrubs, picking up/emptying trash, landscape construction, mowing grass, weed trimming, plowing, shoveling snow, and hand salting.
2. Maintenance of the water and sewer system. This will include but not limited to hydrant flushing and maintenance, repair water and sewer main and services, GPS locations, miss dig, painting and maintenance of fire hydrants, winterization, and any other tasks that may involve these systems.
3. Participates in the routine maintenance of recreational fields, park and cemetery facilities and equipment. Washes, scrapes, paints and completes related tasks associated with township facilities.
4. Maintenance of lawn and power equipment, preventive maintenance activities according to established procedures.
5. Operates light vehicles, trucks, maintenance equipment such as mowers, trimmers, edger's, tillers, blowers, spreaders, sprayers, wheelbarrows, hand tools and pruning tools.
6. Adheres to all applicable safety procedures while operating equipment and tools.
7. Assist in the setting up of special events.
8. Duties require a full range of physical motion and activities including manual digging, pushing, pulling, lifting, twisting and turning the upper body, stooping, kneeling, crouching, climbing, balancing, crawling, reaching for objects, walking and standing for long periods of time. This includes going into meter pits.



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9. May assist with the Birch Run Township on call policy
10. Must be able to climb ladders, install smoke detectors in residential homes, work with a power tool over your head while on a ladder.
11. General maintenance at the fire department
12. Assist with emergency calls

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High School Diploma or GED.
2. Posses and maintain a State of Michigan Driver's License
3. Firefighter 1 & 2
4. Hazmat Awareness Certification
5. Medical First Responder
6. Emergency Driving Certification
7. Must live within 10 minutes of Birch Run Fire Department location at 11235 Dixie Highway

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to quickly define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, run, stand, stoop, climb, crawl, balance, pull, push, reach, talk, hear, and/or use repetitive motions. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must be able to lift and/or move up to 80 pounds.



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Birch Run Township Equal Opportunity Employer Statement

Birch Run Township is an equal opportunity employer. Birch Run Township prohibits discrimination and harassment of any type and affords equal opportunity to employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, or any other protected class.

Signatures

Township Supervisor Signature: _____ **Date:** _____

Employee Printed Name: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

(Employee signature above constitutes employee's understanding of requirements, essential functions, and duties of this position)