

CITY OF MUSKEGON

CIVIL SERVICE COMMISSION

MEETING

April 8, 2026 @ 4:00 PM

CONFERENCE ROOM 103

933 TERRACE STREET, MUSKEGON, MI 49440

AGENDA

- ROLL CALL:
- APPROVAL OF MINUTES:
 - I. Approval of Minutes - March 11, 2026 Civil Service
- CALL TO ORDER:
- NEW BUSINESS:
 - I. Review and approve updated Police Community Coordinator job description in Public Safety. Civil Service
 - II. Review and approve updated job description for Equipment Operator in Public Works. Civil Service
 - III. Review and approve updated Public Utilities Supervisor job description in Public Works. Civil Service
- ANY OTHER BUSINESS:
- PUBLIC COMMENT:
- ADJOURNMENT:

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please

visit: www.shorelinecity.com

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.
clerk@shorelinecity.com



Agenda Item Review Form

Muskegon Civil Service Commission

Commission Meeting Date: April 8, 2026	Title: Approval of Minutes - March 11, 2026
Submitted by: Melissa Clark, HR Director	Department: Civil Service
Brief Summary: Approval of minutes from March 11, 2026.	
Recommended Motion: To approve the minutes.	

MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**Meeting Minutes****Wednesday, March 11, 2026****4:00 P.M.**

I. CALL TO ORDER

Present: Commissioner Johnny Brown, Commissioner Georgia Moss, LeighAnn Mikesell-Deputy City Manager; Joe Buthker-Superintendent of Public Works; Joshua Parmer-Water Plant Supervisor; Dwana Thompson-Director of EEO & Employee Relations; and, Melissa Clark-Human Resource Manager (County). Absent-Excused: Sara Hough-Human Resource Director (County).

The Civil Service Commission Meeting was called to order by Commissioner Brown at 3:59 PM.

II. MINUTES

Motion was made by Commissioner Moss and seconded by Commissioner Brown to approve the regular meeting minutes from January 14, 2026.

Motion Carried.

III. ACTION AGENDA**A. Review and Approval of Job Description Edits/Updates from Public Works**

Superintendent Buthker explained the edits/updates to the commission.

For this position:

- i. Equipment Operator,

Mr. Buthker stated there has been confusion during recent postings about whether a CDL is required at the time of hire or upon completion of the probationary period. The revisions to the attached job description clarify that a CDL is required upon completion of probation, not as a condition of hire. This language aligns with the SEIU Unite 2 contract and reflects the preference of Department of Public Works supervisors.

Mr. Buthker recommended changes to:

- ii. Water-Sewer Maintenance Worker; and
- iii. Water-Sewer Maintenance Worker with License.

He stated these changes came about as a result of the city's recent contract negotiations with Unit 2, which split the Water Sewer Maintenance Worker classification into two positions: Water Sewer Maintenance Worker and Water Sewer Maintenance Worker with License. The positions are identical except that the latter requires an S-4 license.



Supervisor Parmer presented the next three recommend edits/updates:

- iv. Water Plant Operator;
- v. Water Plant Maintenance Operator; and
- vi. Chief Water Plant Maintenance Operator.

Mr. Parmer explained the need to edit minimum qualifications regarding a valid Michigan driver's license upon hire. He is recommending language that would allow a valid driver's license from any state to meet that minimum qualification requirement, and allow the probation period of six months to obtain a valid Michigan driver's license. He explained that because of the specialty of their work, they were unintentionally limiting their candidate pool to only Michigan residents by requiring only a valid Michigan driver's license which was unnecessarily restrictive.

A motion was made by Commissioner Moss to approve and accept the six (6) recommended edits/updates and Commissioner Brown seconded.

Motion Carried.

IV. INFORMATION ITEMS

There were no information items.

V. OLD BUSINESS

There was no old business.

VI. OTHER BUSINESS

There was no other business.

VII. PUBLIC COMMENT

Mr. Willie Jay Robinson joined the meeting and expressed concerns about not seeing minorities working on projects around the city. A discussion ensued. Mr. Robinson was referred to Ms. Thompson for EEO Committee follow up.

VIII. ADJOURNMENT

Meeting adjourned at 4:16 PM.



Agenda Item Review Form

Muskegon Civil Service Commission

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**CITY OF MUSKEGON
JOB DESCRIPTION**

POLICE COMMUNITY COORDINATOR

Position Summary:

Under the general supervision of the Director of Public Safety, works with the Police Department to increase crime prevention efforts, strengthen community relations, and improve communication between the Police Department, neighborhood associations, city residents, business owners, workers, and visitors. This person also serves as the Police Department's Grants Administrator.

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. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. With support from the Community Engagement Manager, execute the Police Department communications and engagement plan. Address and evaluate the Police Department communication engagement plan and recommend improvements on an annual basis.
2. Coordinates and conducts crime prevention and crime awareness programs such as ~~Citizen's Police Academy~~, Citizen's Public Safety Workshops, Shop with a Cop, National Night Out, Youth Fishing Derby, and others. Prepares program materials sets up events and coordinates events on-site.
3. Create marketing and engagement materials following the communications and engagement plan including but not limited to creating branded marketing and promotion materials, preparing press releases, mass text messages, and social media posts, and other means of communicating important police information including crime tips, safety issues, crime prevention, emergency weather situation, road closures, department events, and related topics and happenings.
4. Maintains close contact with neighborhood associations, community leaders, and civic groups to keep abreast of their concerns and suggestions, and to monitor criminal activities within the districts. Attends Neighborhood Association meetings as assigned.
5. Review and understand emerging technologies and periodically review practices of online platforms to ensure they are reaching citizens.
6. Collect and analyze crime statistics. Develop reports and keep records regarding criminal activities within the city.
7. Research and submit applications for grants pertaining to community-based policing. Administers ongoing grants and related programs.
8. Compiles budget figures, develop program cost estimates, and prepares follow-up reports.
9. Serves as liaison to the Civilian Police Review Board as assigned. Prepares agendas, gathers backup materials, records minutes, and completes follow-up tasks.
10. Serves as liaison to other internal and external groups and organizations as assigned, such as the Social Justice Commission.

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11. Works closely with the City of Muskegon Community Engagement Manager to ensure consistent and equitable communication and engagement efforts are offered. Attend monthly cross-department engagement meetings.

12. Perform other work as required.

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.

- Bachelor's degree preferred ~~required~~; or equivalent ~~experience~~ in criminal justice, ~~public administration~~, ~~human services~~, business management, marketing/communications, or a related field.
- Three or more years of experience in grant management, criminal justice, public administration, business management, communications, local government, or a related field.
- Thorough knowledge of crime prevention efforts and safety awareness programs.
- Thorough knowledge of principles and practices of community based-policing.
- Knowledge of marketing principles and practices.
- Knowledge in coordinating and managing social media accounts across multiple platforms.
- Ability to use computer systems, office and statistical software, databases, LEIN, and related programs.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with program participants, police officials, community contacts, and the public.
- Strong ability to effectively present information orally and in writing. Strong ability to prepare and maintain records and reports according to accepted standards.
- Ability to work effectively under stress and changes in work priorities.
- State of Michigan Vehicle Operator's License, satisfactory driving record, and the ability to maintain one throughout employment.

~~Ability to obtain LEIN certification upon employment.~~

Commented [MC2]: Cleaned up the wording for clarity.

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Commented [MC4]: Public Administration is generally included under the human services umbrella.

Commented [MC5]: Remove. Not needed.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee's environment is typically an office setting, but can potentially involve work off-site and outdoors at events. Physical demands, therefore, range from sitting in an office or vehicle to possibly exercising the strength, mobility, and associated with carrying boxes of materials and supplies, not to exceed 50 lbs. unassisted. Setting up tables and chairs, and moving around for extended periods. The employee is regularly required to communicate with others in person, and by phone, and must regularly travel to other locations. The employee may be exposed to inclement outdoor weather conditions, and the noise level in the work environment can range from quiet to moderate.



Agenda Item Review Form

Muskegon Civil Service Commission

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Department of Public Works Equipment Operator

Department: Highway
FLSA Status: Non-Exempt
Grade/Level: Union 517M Unit 2

Job Status: Full Time
Reports To: Highway Supervisor

POSITION SUMMARY

~~Under the supervision of a Public Works Supervisor in the Highway Department, operates various types of equipment owned by the City in a safe and efficient manner on construction, repair, and maintenance projects.~~ *Under the supervision of a Public Works Supervisor in the Highway Department, performs a variety of tasks related to construction, maintenance, and repair of the City's roads and storm water system, including the safe and efficient operation of heavy equipment such as dump trucks, blade trucks, front-end loaders, backhoes, excavators, snow plows, bulldozers, cranes, and graders.*

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Drive trucks and equipment in construction, repair and maintenance projects such as dump trucks, vactors, catch basin cleaners, front-end loaders, chippers, snowplows, bulldozers, graders, heavy rollers, etc., in a safe and efficient manner.
- Dumps, spreads, and tamps asphalt, using various equipment to repair pavement.
- Hauls and spreads sand, gravel slag, and, asphalt, etc., to repair road surfaces.
- Clean and clear debris from culverts, catch basins, drop inlets, ditches, and other drain structures.
- Perform roadside/alley work, such as clearing weeds and brush, and planting and trimming trees.
- Place and remove snow fences used to prevent the accumulation of drifting snow/sand.
- Grade streets, alleys, and shoulders.
- Repair streets/alleys with concrete/asphalt, etc.
- Removes trees and brush and cut weeds.
- Performs snow removal and sanding operation.

- Builds, cleans, and repairs storm sewers.
- Loads and unloads vehicles with a variety of materials, equipment, or tools to be used for street repair work.
- Performs routine maintenance on equipment and makes minor mechanical repairs on equipment.
- Performs equipment operator tasks such as digging ditches and catch basins, scarifying and blading blacktop, grading sub-bases, plowing and loading ice and snow, reshaping secondary roads, moving or compacting refuse, and also general labor duties related to such.
- Reports on time slip each job worked and the equipment and materials used.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness – Ability to identify and correct conditions that affect employee safety.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge

Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local and state security operations for the protection of people, property and institutions.

Mechanical - Knowledge of machines and tools, including their designs, uses, repair and maintenance. **Building and Construction** - Knowledge of materials, methods, and the tools involved in the construction or repair of other structures such as highways and roads.

Transportation - Knowledge of principles and methods for moving people or goods including the relative costs and benefits.

SKILLS

Analytical Skills - Ability to use thinking and reasoning to solve a problem.

Equipment Maintenance - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Equipment Selection - Determining the kind of tools and equipment needed to do a job.

Coordination - Adjusting actions in relation to others' actions.

Speaking - Talking to others to convey information effectively.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking - Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

ABILITIES

Multi-limb Coordination - The ability to coordinate two or more limbs (for example, two arms, one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Static Strength - The ability to exert maximum muscle force to lift, push, pull or carry objects.

Depth Perception - The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.

Manual Dexterity - The ability to quickly move you hand, you hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Near Vision - The ability to see details at close range (within a few feet of the observer).

Far Vision - The ability to see details at a distance.

Speech Recognition - The ability to identify and understand the speech of another person.

Control Precision - The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Education: High School Graduate or General Education Degree (GED)

Experience: One to three years related experience

Computer Skills

Certificates & Licenses

The ability to obtain a State of Michigan Commercial Driver's License (CDL) Group A within the probationary period, and the appropriate endorsement(s). Must have a satisfactory driving record, and the ability to maintain one throughout employment.

Other Requirements

Must be willing to be on-call and able to work overtime during all types of emergencies. Must be 18 years of age or older, authorized to work in the U.S., and be able to satisfactorily pass background and pre-employment exams.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)
N (Not Applicable)	Activity is not applicable to this occupation.		
O (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)		
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5-5.5+ hrs/day)		
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

Other Physical Requirements

Vision (Near, Distance, Peripheral, Depth Perception)

Sense of Sound (Within normal limits)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Safety glasses, goggles, gloves; as required.)

WORK ENVIRONMENT

The work environment includes working in- and out-of-doors, in any type of weather including rain, sleet, snow, sun, heat, and cold for extended periods of time.

Prepared by: _____

Date:

Supervisor Approval Signature: _____

Date:

Department Head Approval: _____

Date:

Division Head Approval: _____

Date:

Union President Approval: _____

Date:

Employee Signature: _____

Date:

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.



Agenda Item Review Form

Muskegon Civil Service Commission

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**CITY OF MUSKEGON
JOB DESCRIPTION**

PUBLIC UTILITIES SUPERVISOR

Supervised By: Public Works Superintendent

Supervises: Assigned employees of the Public Works Department

Position Summary:

Under the direction of the Public Works Superintendent, oversees and coordinates the daily operations of the Water & Sewer Maintenance Department, as well as other assigned areas. Plans, schedules, and participates in the installation, maintenance, and repair of the City's water and sewer systems. Provides leadership and supervision to assigned staff and contractors, assists with capital improvement planning and budget development, and helps develop and implement departmental policies and procedures. Under the direction of the Public Utilities Superintendent, tracks and participates in the installation, maintenance and repair of city water and sewer systems. Plans and supervises the work activities of a crew of water and sewer maintenance workers.

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 employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Oversees and coordinates the daily operations of the Water & Sewer Maintenance Department. Assigns work, supervises personnel, evaluates performance, and recommends training and professional development. Takes disciplinary action according to established procedures. May assist in the supervision of other areas as needed.
2. Prepares work schedules and outlines work assignments for work crews. Reviews daily timesheets and other work records for completeness and accuracy. Gives technical advice and assistance to employees on difficult or unusual work.
3. Plans and coordinates materials, supplies, equipment, and personnel to meet work priorities and successfully complete projects. Oversees maintenance, repair, and emergency projects from initiation to completion, monitors progress, ensures work quality, and minimizes disruptions to city services. Keeps the Public Works Superintendent informed of project status and performance. Prepares detailed job cost estimates and project timelines.
4. Oversees and coordinates contractors performing construction, repair, maintenance, and related services affecting the City's public utilities, ensuring work quality, compliance with standards, and minimal disruption to services.
5. Manages the procurement of materials, supplies, parts, and equipment in compliance with established purchasing policies.
6. Researches and prepares bid requests for service providers and suppliers. Evaluates bids and makes recommendations on vendors and contractors.

7. Assists in the development and monitoring of departmental budgets. Evaluates capital needs and provides recommendations for capital improvements and equipment acquisitions.
8. Maintains records, project performance reports, materials usage logs, and maintenance and repair records. Conducts research, attends meetings, prepares reports, and provides recommendations on policies and procedures. Coordinates the City's Cross Connection Program.
9. Ensures compliance with all applicable MIOSHA standards and coordinates safety training for assigned staff. Actively participates in required safety training and promotes a safe work environment.
10. Responds to public inquiries in a professional and constructive manner, referring complaints or complex issues to the Public Works Superintendent as appropriate. Follows up on public concerns to ensure clear communication, cooperation, and understanding of water and sewer operations and projects, and consistently represents the department in a positive and professional manner.
11. Participates in the hiring, discipline, and termination of departmental employees.
12. Identifies and promotes staff training and development opportunities. Coordinates and tracks participation for assigned employees. Ensures completion of all required continuing education credits.
13. Monitors legislative and regulatory developments, emerging administrative practices, and industry trends through ongoing professional development. Attends relevant conferences, workshops, and seminars to maintain and enhance job-related knowledge.
14. Assists with the planning and execution of special events, including meeting with event organizers, city staff, and participating outside agencies.
15. Serves as an on-call supervisor. Provides support to other public works and utilities departments as operational needs demand. Operates all related vehicles, tools, and light and heavy equipment as necessary.
16. Responds to public works and utilities emergencies. May be required to work outside of normal business hours in the event of an emergency.
17. Performs related work as required.
- ~~1. Supervises water and sewer main maintenance activities, emergency repairs, installation and repair of water meters, monitor pumps and lift stations via mission software, and installation and repair of water meters.~~
- ~~2. Schedule projects, estimate job cost and time frame, and purchases necessary equipment, supplies and materials for all water and sewer system maintenance projects.~~
- ~~3. Assigns crews to projects involving water and sewer mains, pumps and lift stations, water valves, stop boxes, meter reading, and fire hydrants.~~

4. ~~Inspects on-going work projects to assess work quality, safety measures repair methods.~~
5. ~~Must be able to understand BS&A software to respond to inquiries and complaints from the public. Follows through on issues of public concern to ensure appropriate levels of cooperation and understanding regarding water and sewer activities and projects.~~
6. ~~Reviews and approves employee timesheets, vacation request, and project reports.~~
7. ~~Coordinates the city's Cross Connection Control Program.~~
8. ~~Provides monthly report to the DPW Director.~~
9. ~~Serves as on-call supervisor. Response to emergencies and provides information to public works employees working evening or weekend shifts.~~
10. ~~Provides training to employees per PPE requirements, and training for M.I.O.S.H.A. safe holes, and coordinates training for employees to get Continuing Education Credits.~~
11. ~~Performs related work as required.~~

Required knowledge, Skills, Abilities and Minimum Qualification:

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.

- A combination of education and experience that satisfies one of the following criteria:
 - A bachelor's degree and three or more years of progressively more responsible experience in project management, public works, or public utilities. Supervisory and administrative experience preferred.
 - An associate degree and five or more years of progressively more responsible experience in in project management, public works, or public utilities. Supervisory and administrative experience preferred.
 - A high school diploma or GED and seven or more years of progressively more responsible experience in project management, public works, or public utilities. Supervisory and administrative experience preferred.
- A satisfactory driving record and valid U.S. Commercial Driver License (CDL). A State of Michigan Commercial Driver License (CDL) with the appropriate endorsement(s) must be obtained within the probationary period (six months), and must be maintained throughout employment.
- State of Michigan S-1 drinking water operator certification is required.
- Extensive knowledge of municipal utility system construction, maintenance, repair, best practices, and related safety protocols.
- General knowledge of engineering principles, project management, materials estimation, and equipment use in public utility operations.

- Knowledge of the safety regulations and procedures applicable to public works operations.
- Skill in planning, performing, and directing construction, maintenance, repair, and emergency work on public works projects.
- Skill in leading, motivating, delegating, and evaluating the work of others.
- Ability to perform field inspections and monitor projects through regular on-site visits.
- Strong interpersonal skills and the ability to establish effective working relationships using judgment, initiative, and resourcefulness when interacting with employees, City officials, professional contractors, the media, and the public.
- Effective communication skills, including the ability to present ideas clearly in writing, orally, and in public forums.
- Ability to exercise diplomacy and remain effective under stress, including emergency and confrontational situations.
- Knowledge of additional municipal operations (roads, forestry, parks, cemetery, and marina) preferred.
- Skill in the use of office equipment and technology, including computers, software applications, and the ability to master new technologies.
- Ability to prepare and maintain records and reports in accordance with industry standards.
- Problem-solving and critical thinking skills, with the ability to critically assess situations, adapt to changing priorities, and meet deadlines.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.
- ~~Thorough knowledge of municipal utility system construction, maintenance, repair, and related safety measures.~~
- ~~General knowledge of engineering principles, project management, materials estimation, and equipment usage for public utility operations.~~
- ~~Thorough knowledge of Microsoft Office products, especially Microsoft Excel, general knowledge of water hydraulic modeling, and general knowledge of the BS&A utility software with knowledge of radio-read "Auto-View" for reading water meters.~~
- ~~Skill in performing and directing construction, repair emergency water and accepted projects.~~
- ~~Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, project contractors and the public.~~

- ~~Ability to communicate effectively and present ideas orally and in writing. Ability to prepare and maintain a wide variety of records and reports according to industry standards.~~
- ~~Ability to oversee and supervise the work of others.~~
- ~~Ability to work effectively under stress, changes in work priorities and when assigned to 24 hour on-call status.~~
- ~~Ability to perform visual inspections of indoor and outdoor projects conduct field visits.~~
- ~~Education requirements include an Associate's degree in construction, mechanical engineering or related field preferred. Requirements include 5 years of progressively responsible public works utility maintenance activities, or equipment operation and maintenance, including project management tasks.~~
- ~~A valid Michigan Commercial Driver's License is required. Level S-1 Water Distribution Certification is required.~~

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee regularly works in an office setting with a controlled climate where they sit, use a computer, and communicate by telephone, email, or in person. The employee also moves throughout office and municipal facilities and travels to other locations as needed. The employee must occasionally lift and/or move items of moderate to heavy weight. The noise level in the office environment is usually quiet.

While performing the duties of this position, the employee is regularly required to travel to various locations throughout the City and work outside the office at utility sites, including construction zones, and other field locations. These environments may involve uneven terrain, confined or restricted spaces, and require the employee to walk, stand, climb, bend, or crouch to access and inspect work areas.

The employee requires exposure to outdoor weather conditions, moving mechanical parts, fumes, dust, chemicals, and other hazards commonly associated with public utilities operations and construction activities. The position requires sufficient strength, stamina, and coordination to safely access utility infrastructure, observe and inspect work in progress, and occasionally operate or oversee the use of tools and equipment.

The employee is occasionally exposed to adverse weather conditions, loud noises, vibration, and potential safety hazards, including electrical and mechanical risks. The noise level in the work environment is typically moderate in office settings and may be loud in field environments.

While performing the duties of this job, the employee regularly is required to talk or hear. The employee frequently is required to stand; walk; reach with hands and arms; stoop; kneel, crouch, or crawl; and travel to other locations. The employee occasionally is required to set in use hands to finger, handle, or feel. The employee frequently must lift and/or move moderately heavy items, and occasionally may lift and/or move heavy are very heavy items. This Specific

vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee frequently is exposed to outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment usually is moderate, and occasionally can be loud or very loud.