



Department of Public Works

Memorandum

Bloomfield Township

To: All Interested Parties

From: Paul Horen, Superintendent of Public Works

Date: 11/12/2024

Subject: Job Posting – Equipment Operator III

Cc: Dani Walsh, Department Heads, Noah Mehalski, Duane Poole, File

The Department of Public Works – The Road Division is seeking to fill two vacancies for the Equipment Operator III position due to the upcoming retirement of two employees, by accepting applications from qualified candidates. This full-time position will include the Township's standard benefits package for newly hired employees and a salary of \$54,519.13 (\$26.21 per hour). Attached please find a copy of the current Equipment Operator III Job Classification and position requirements.

Interested parties should email a Township job application and resume to Paul Horen, Superintendent of Public Works (phoren@bloomfieldtp.org). You can find the job application on the Bloomfield Township website: <https://www.bloomfieldtp.org/Government/Employment-Opportunities.aspx>

This job posting will stay open for 2 weeks from the date posted.

Please feel free to contact me with any questions.

Thank you,

Paul Horen

Superintendent of Public Works

Date Posted: 11/12/2024



Bloomfield Township

Dani Walsh, Supervisor • Martin C. Brook, Clerk • Michael E. Schostak, Treasurer
Neal J. Barnett, Trustee • Stephanie Fakh, Trustee • Christopher M. Kolinski, Trustee • Valerie S. Murray, Trustee

ROAD DIVISION: EQUIPMENT OPERATOR III INTRODUCTION

Dear Applicant,

Working in the Road Division for Bloomfield Township you will find it to be a family-oriented atmosphere with great pay and a great work-life balance. We are a 4 day a week 10 hour a day operation working Monday – Thursday 7:00 AM to 5:30 PM with Fridays off. The starting pay for Equipment Operator III is currently \$54,519.13 annually (\$26.21 per hour). In addition to this salary, there will be plenty of opportunities for over-time to increase your annual income. There are many levels to move up within the Road Division. When you enter in as an Equipment Operator III, you will automatically receive an estimated 7% raise per year for the next 5 years. After your third year you will automatically be promoted to Equipment Operator II. With an expected amount of retirements in the near future, you will have the opportunity to be promoted even higher to Equipment Operator I or even one of the two Crew leader positions very quickly based on your work performance. Taking this opportunity, you will have a long prosperous career that will benefit both you and your family. We look forward to you applying so you can be a part of the Bloomfield Township Team.

Sincerely,

Paul Horen
Public Works Superintendent

The Charter Township of Bloomfield, MI Job Description

Classification Title	Equipment Operator III
Job Code	
FLSA Status	Non-Exempt
Pay Grade	DPW2.1

GENERAL SUMMARY

Responsible for the various repair, maintenance and construction operations of Township roads including, but not limited to, snow and ice control, paving, grading, sweeping, mowing and general road repairs. Also responsible for the operation, preservation, cleaning, minor field adjustments and repairs of equipment assigned. Operators may be responsible for supervising small groups of employees during Township road related projects. Perform heavy manual labor, perform skilled and semi-skilled work and work special hours as required.

Supervision is exercised over lower level operators, Laborers, part time and seasonal employees or others, including outside contractors, assigned to assist the Road Division. Work is performed under the general supervision of Operator I and II, the Crew Leader and Road Foreman as well as the Public Works Superintendent and Public Works Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Equipment Operator III may be required to operate the following tools and equipment (not an all-inclusive list): All dump trucks, front loaders, tractors, prime trailer, chloride truck, mowers, air compressor, hydro seeder, rollers, flatbed trailer, and all hand held power tools.
- Drive and operate the above stated equipment in a safe and professional manor.
- Perform the duties of an Equipment Operator, Truck Driver and Laborer involved in repairs and maintenance of Township streets and right-of-ways.
- Ability to engage in heavy manual labor for extended periods, in all types of weather and under various working conditions.
- Ability to perform skilled and semi-skilled road related construction operations with equipment.
- Plow and salt streets, parking lots and sidewalks.
- Operate power driven equipment and tools.
- Operate electronic snow plowing and deicing equipment.
- Service equipment and make minor repairs and adjustments.
- Ability to change various attachments on equipment and make fuel adjustments.
- Maintain proper safety procedures in all work operations.
- Complete daily time sheets.
- Analyze and prepare reports for repairs to equipment.

Classification Title: Equipment Operator III

- Analyze and report needed street repairs.
- Perform related work as assigned.
- Perform other essential tasks as identified by Bloomfield Township.
- Assist in preparing daily work schedules and outlining work assignments.
- Make inspections of and supervise maintenance, construction and repair projects in progress and upon their completion.
- Respond to routine citizen complaints.
- Assist mechanics in making vehicle repairs.
- Wash, clean and detail township vehicles.
- Attend meetings and classes as identified by Bloomfield Township.
- Perform other duties as assigned by Bloomfield Township administrators.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High School diploma or G.E.D. equivalency
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

Michigan license, CDL with A and N

OTHER JOB REQUIREMENTS

Will need to maintain FEMA Certifications, Winter Maintenance Certification training, related vehicle operating certificates as identified by Bloomfield Township.

Work special hours as required, including 24/7 on-call status during winter season.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

- Knowledge of the methods, materials and equipment used in road maintenance or related construction and repair work.
- Considerable knowledge of the operational capabilities and requirements of a variety of light and heavy power driven equipment.
- Considerable knowledge of traffic laws, ordinances and practices.
- Ability to organize work activities.

Classification Title: Equipment Operator III

- Skill in the operation of various units of equipment listed in the equipment operator classifications.
- Ability to perform heavy manual labor for extended periods, in all types of weather and under various working conditions.
- Mechanically inclined.
- Knowledge of safety hazards in operating equipment.
- Ability to prepare and maintain accurate records and reports.
- Ability to work effectively and establish good working relationships with other employees.
- Ability to work effectively with the general public.
- Good traffic record.
- Meet the physical and mental requirements as established by a licensed physician and/or psychologist selected by Bloomfield Township.

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment	X		
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Confined space	X		
Vehicle			X
Warehouse environment		X	
Shop environment		X	
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)			X
Extreme heat (<i>above 100 degrees</i>)			X
Communicable diseases		X	
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals or substances			X
Loud noises (<i>85+ decibels</i>)			x

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.

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date created:	12/1/20
Dates revised:	