



# City of Belleville

## Job Description

### Department of Public Services General Laborer

**Class Title:** Laborer I  
**Department:** Department of Public Services  
**Union:** Governmental Employees Labor Council (GELC)

#### General Purpose

This position involves operating equipment and performing manual labor to participate in the completion of assigned projects. Work is performed under the general supervision of the Director of Public Services.

Performs routine clerical and semi-skilled utility work in the reading and operation of utility meters. Performs a variety of semi-skilled and technical tasks in the maintenance and operation of buildings, grounds, water systems, open spaces, parks, and cemeteries.

VERSION	DESCRIPTION	DATE
1	Creation	2/9/1998
2	Revision of Duties and Responsibilities	1/23/2024
3	Update of Duties and Responsibilities	12/08/2025

## Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

### Water and Sewer

- Inspects meters and connections for defects, damage, and unauthorized connection or use.
- Assists in the maintenance and repair of meters, replaces defective meters, tests meters for accuracy.
- Rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption.
- Assists in the repair and maintenance of water mains, sewers, fire hydrants, valves and all other water related functions.

### Roads and Sidewalks

- Follows the direction of the Director of Public Services with regards to the maintenance and oversight of city roadways; this includes patching, spreading chemicals, laying salt, and reporting needed repairs.
- Concrete work on roads and sidewalk repair.
- Repairs and maintains roads, cold patch, concrete, etc.
- Maintains signs and signals. Including installation of new or replacement signs.
- Install or repairs street signs on city streets.
- Assists utility companies with directing traffic, as directed
- Maintains (mow, trim, and general clean-up) city-owned landscaping, curbs, rights of way, and the like.
- Winter Maintenance – snow and ice removal by any means as directed, including the following: plow, shovel, snow blower, and blower. Salting of areas as needed.
- Empties trash receptacles and picks up litter and other solid waste and litter as necessary and/or directed.

### Parks and City Maintenance

- Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.
- Collects and disposes of solid waste from buildings and grounds, picks up litter from premises.
- Maintains city parks by ensuring proper mowing, trim work, and weeding are completed.
- Inspects, washes, and performs routine cleaning and maintenance of park drinking fountains and restrooms.
- Sweeps, washes, paints, and repairs or replaces park tables and benches.
- Installs and maintains goal posts, and nets for sports facilities and activities, including soccer, tennis, volleyball, and basketball.
- Plants lawns, trees, shrubs, and flowers.

- Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks and open spaces.
- Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
- Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.
- Winter Maintenance – snow and ice removal by any means as directed, including the following: plow, shovel, snow blower, and blower. Salting of areas as needed.

#### Trees

- Cuts back trees which may be in danger of snagging utility lines or impeding street traffic.
- Chipping. Chopping, cutting, or removing tree debris.

#### City Buildings

- Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Collects and disposes of solid waste from buildings and grounds, picks up litter from premises.
- Opens and closes, locks, and unlocks facilities as needed.
- Repairs and maintains Public Works buildings and yards.

#### Cemetery

- Cemetery and funeral preparation and maintenance which may include the following: locating and digging by hand, and /or use of machinery to dig grave plots; cut and trim trees, shrubs and grass; pick up and remove trash and debris; place and remove flags, remove snow and ice, and salt; replace topsoil on graves and seed; weed; and/or any other duties as assigned regarding the upkeep of the cemetery.

#### Miscellaneous

- Responds to work orders for utility disconnection, reconnection, new orders, and other public services requests, as assigned.
- Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
- Maintains assigned vehicles, tools, and equipment. Including washing.
- Performs routine maintenance on lawn and power equipment.
- Installation and maintenance of decorations.
- Builds, maintains, and/or repairs fences and structures on city property.
- Removes dead animals from roadway.
- Rotational on-call.
- Assists in the analysis and improvement of assigned routes.
- Serves as a member of various employee committees, as assigned.
- Other duties as assigned.

## Minimum Qualifications

### Education and Experience

- Graduation from a high school or GED equivalent.
- Any equivalent combination of education and experience.
- CDL Driver's License

### Necessary Knowledge, Skills, and Abilities

- Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
- Knowledge or ability to learn the geography and streets of the city and the location of underground utilities.
- Ability to understand, interpret, and carry out oral and written instructions.
- Ability to understand and interpret diagrams and drawings of assigned projects.
- Ability to read maps.
- Knowledge of concrete.
- Some knowledge of the materials, equipment, procedures, and methods used in public works construction and maintenance activities.
- Knowledge of the occupational hazards and safety precautions necessary to the operation of heavy trucks and equipment.
- Working knowledge of data entry, basic arithmetic.
- Skill in operating listed tools and equipment.
- Ability to perform and record arithmetic computations accurately and quickly.
- Ability to read and record data from various types of water meter dials.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work in all types of weather.
- Ability to establish successful working relationships.
- Ability to work with angry or difficult residents and customers.

## Tools and Equipment Used

The following list is not intended to be comprehensive and technical advancements or upgrades may necessitate the training or learning of new tools.

- Ability to operate or willingness to learn how to operate such equipment as a backhoe, dump truck, tractor, mowing equipment, woodchipper, snowplow equipment, compaction roller, bucket truck, chain saws, limb saw, torch, pavement saws, and various hand tools as required.
- Writing utensils
- Computer
- Cellular Phone
- Calculator
- Fax
- Portable and/or Mobile Radio

## Physical Demands

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

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee constantly is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is often required to sit, climb, or balance, stoop, kneel, crouch, and crawl. The employee is required to talk and listen.

The position requires an employee to frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move more than one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## Work Environment

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to cold, hot, wet, dry and/or humid conditions consistent with the Michigan climate.

## Selection Guidelines

Formal application, determination of education and experience, oral interviews, reference checks, and/or job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the city and the prospective employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**TO APPLY PLEASE FILL OUT AN APPLICATION FOR EMPLOYMENT ON THE CITY OF BELLEVILLE WEBSITE** [BellevilleontheLake.com](http://BellevilleontheLake.com) AND INCLUDE A RESUME to the City Clerk, Briana Papin at [Clerk@belleville.mi.us](mailto:Clerk@belleville.mi.us) INCLUDE DPW JOB APPLICATION in the subject line.