



## **WEST SIDE WATER SYSTEM**

3209 West Michigan Avenue Lansing, Michigan 48917-2921

(517) 485-5470

APPLICATIONS ARE AVAILABLE ON-LINE AT: [www.lansingtowship.org](http://www.lansingtowship.org)

**Position Title:** Service Person 1

**Department:** West Side Water System

**Position Type:** Full-Time

**Compensation:** \$16.29-\$20.10

**Position Summary:** Under the supervision of the West Side Water Manager or his designate, perform a variety of semi-skilled tasks to assist with maintaining buildings, fixtures, and the water system within Lansing Township's West Side Water District. The job often requires strength, effort, moderate responsibility, and difficulty. Position is required to work outside under adverse weather conditions. The employee must possess a H.S. diploma or equivalent

The description of this job is intended to outline the type and level of work being performed by the person assigned to this position. It is not meant to be an exhaustive list of all duties, responsibilities, and/or physical requirements by a person so classified.

**Essential Job Functions:** These examples do not include all of the duties that the Service Person 1 may be expected to perform.

1. Following defined routes travels throughout West Side Water District.
2. Locate and verify curb stop locations.
3. Operate and maintain the water system GPS of water appurtenances.
4. Repairs, reads, and/or installs meters and remote reading devices.
5. Observe the condition of meters and note leaks, vandalism, or other problems. Reports situations in need of corrective action to the Billing Clerk.
6. Carry out final readings, shutoffs for non-payment, and service startups for new customers.
7. Responds to customer complaints and concerns from the field and relay them to their supervisor.
8. Assists in the repair and maintenance of water lines and water mains. Installation of new water services and fire hydrants. Ability to lift up to 100 pounds.
9. Record keeping for water main and service breaks.
10. Operates water main tapping machine for new services.
11. Will install, read, test, or thaw water meters.
12. Operates utility vehicles: trucks, dump trucks, valve maintenance machines, and backhoes.
13. Takes water samples for State MDEQ under the direction of the department manager or his designate.

14. Will be assigned weekends and holidays on call to respond to water department emergencies promptly.
15. Extensive walking while accurately reading and recording approximately 500 meters a day, up to 8 miles per day, up to 5 days per month.
16. Reports to work fit for duty and free from the effects of drugs and alcohol.

**Required Knowledge, Skills, Abilities, and Minimum Required Knowledge:**

**Qualifications:** The requirements listed below are representative of the knowledge, skills, abilities, and preferred qualifications that West Side Water believes are necessary to perform the essential functions of the position.

1. Must have and maintain a valid Michigan Driver’s License with CDL-B endorsement or ability to obtain within 6 months of employment.
2. Minimum State of Michigan S-4 Distribution license, or required to obtain within one year and six months of employment or 2 State of Michigan Eagle testing cycles.

**Preferred qualifications include the following:**

- Ability to be productive in an environment with many distractions
- Ability to critically assess situations, solve problems and work effectively within deadlines, and change work priorities
- Must be proficient with office equipment including computer, fax machine, typewriter, copy machine, recorder, and multi-line telephone system

**Requirements:**

- Must have a valid Michigan driver’s license with CDL- B endorsement or ability to obtain within 6 months of employment. CDL Application can be found at [www.lansingtownship.org](http://www.lansingtownship.org) in the left-hand column of the home page.
- All applicants are required to send State state-certified driving history with their application.
- Pre-employment drug screen and background check required.
- Full job description and applications available online at [www.lansingtownship.org](http://www.lansingtownship.org)
- Résumés with cover letters and applications will be accepted until May 13, 2024.
- Applications accepted by email, mail, or in the office.

<p><b>Mail to:</b>  <b>Maggie Sanders</b>  <b>Attn: Serviceperson 1 Posting</b>  <b>3209 W Michigan Ave</b>  <b>Lansing Mi 48917</b></p>	<p><b>Email to:</b>  <b>Maggie Sanders, Township Supervisor</b>  <a href="mailto:msanders@lansingtownship.org"><u>msanders@lansingtownship.org</u></a>  <b>Attn: Service Person 1 Posting</b></p>
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**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 essential functions.

While performing the duties of this job the employee is regularly required to talk, hear, and view documentation. The employee frequently is required to stand, walk, use hands to type, write, test equipment; and reach with hands and arms. The employee must occasionally lift or move items of light to moderate weight.

This position works inside and out year-round as the job duties require. Also requires work in construction sites as well as meeting and discussing problems with the public. The position requires quick response to emergency calls on a 24-hour basis. Working conditions vary, extreme temperatures, snow, ice, wet and/or muddy conditions, kneeling and working in confined spaces, walking and/or standing for long periods, climbing stairs and ladders, and possible long hours with mandatory overtime.