

## RUDYARD TOWNSHIP

### Department of Public Works Assistant

#### **Description:**

The position of Department of Public Works Assistant (DPWA) will be a part time position, on an as needed basis as determined by the DPW Supervisor, not to exceed twenty-five (25) hours per week. Any work hours exceeding 25 hours per week must have prior approval of the Township Supervisor or Clerk. The position will report directly to the DPW Supervisor as well as the Township Supervisor and Clerk.

The employee will assist the DPW Supervisor with maintenance and upkeep of the public water and sewer systems. It is expected that this employee will be trained to take over basic operational duties of the water and sewer systems in the absences of the DPW Supervisor. In addition, the employee will also assist with grounds maintenance of the water and sewer facilities. Job duties will be assigned as determined by the DPW Supervisor.

Hours worked will be determined by the DPW Supervisor, not to exceed eight hours per day with a one-hour lunch break.

#### **Qualifications:**

The employee shall have knowledge and skills of basic mechanical maintenance, as well as operation of power equipment. The employee will also be required to become and maintain confined space entry qualification.

No consideration shall be given for race, sex, national origin or marital status. Any immediate family member of a board member shall be disqualified for employment. Immediate family shall be defined as parent, child, sibling, spouse, grandchild of anyone living within the same household.

Strong consideration will be given to hire someone residing in Rudyard Township.

#### **Hiring Process:**

Upon notification of any vacancy, a notice of the position shall be placed in the local paper not less than two times, briefly outlining the position, qualifications and process for application.

**Pay:**

The position will be paid on a per hour wage. The rate of pay will be set by the Township Board and will be reviewed each year as part of the budget process.

Starting pay will be \$12.50 per hour and may be reviewed after 90 days. As a part time position, there is no health or retirement benefits, nor overtime or holiday pay.

**Attire:**

Clothing/attire will be in accordance with the job duties being performed.

**Vacation:**

Not applicable.

**Holidays:**

Observed holidays are New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. These are unpaid days off for this position, unless called-in for an emergency situation.

**Personal and Sick Days:**

There are no personal or sick days granted per this position.

**Employee Evaluation:**

Each new employee shall be evaluated on a continuing basis for the first 90 days, with a written evaluation after the first ninety (90) days. Evaluation shall be based on quality of work, performance, attitude (toward staff, Board Members and the public), appearance.

**Termination of Employment:**

Part-time employment is an at-will employee and the Board reserves the right to terminate the employment at anytime for any reason. A certified letter will be sent to the employee upon termination but does not have to state the reason for termination.