



Our Culture:

The City of Hudsonville strives to make its employees feel safe, respected, valued and trusted. In order to maintain a positive culture and work environment, all employees are expected to exemplify common guidelines for attitude, communication, respect, and leadership.

A copy of the City's cultural guidelines will gladly be provided for your review!

To Apply:

To apply submit a resume and job application to Andrea Rabineau by May 6, 2024.



arabineau@hudsonville.org



(616) 669-0200

[Job Application](#)

PUBLIC WORKS TECHNICIAN

ABOUT HUDSONVILLE

The City of Hudsonville is located in SE Ottawa County, MI, about halfway between Grand Rapids and Holland with a population of about 7,600 residents. Hudsonville is a growing community with friendly people, well-kept neighborhoods, outstanding public and private schools, numerous parks, and a business district which is currently undergoing a substantial revitalization.

Hudsonville Department of Public Works at a Glance:

- 31 Miles of City Streets
- Extensive Non-Motorized Pathway Network
- 8 Parks Totaling Over 120 Acres of Public Space
- 40+ Miles of Water Main, 2 Elevated Storage Tanks
- 30+ Miles of Sewer Main and 10 Sewer Lift Stations

JOB SNAPSHOT

This is a part-time position working approximately 20 hours per week within the Department of Public Works. There will be some flexibility in scheduling. The Technician position's primary responsibility is in the City parks and public spaces but will also perform building and grounds maintenance, possible snow removal, and occasionally work in the streets and City utilities.

OUR IDEAL CANDIDATE

Our ideal candidate would be someone who is an energetic and motivated individual with strong interpersonal skills, and a valid Michigan Driver's License.

We are seeking an individual who also has strong organizational and planning skills and works well independently with light supervision.

Experience in landscaping, grounds keeping, building maintenance, or any other related trades will be a plus. Working outdoors in a variety of weather conditions is a must.



RESPONSIBILITIES & DUTIES

An employee in this position may be called upon to do any or all of the following: (This list may not be wholly inclusive of expected tasks.)

- Mow grass and trim trees in parks, roadways, and city owned property.
- Maintain parks, athletic facilities, and downtown areas by emptying trash barrels, painting buildings, refinishing picnic tables, etc.
- Maintain interior and exterior of city buildings, i.e. clean doors and windows, clean restrooms, sweep and wash sidewalks, clean patio area and furniture, clean dumpster area and garbage cans.
- Maintain all City-owned landscape areas and potted ornamentals by weeding, pruning, and watering where necessary.
- Assist with snow removal by shoveling, blowing, or plowing with trucks or other powered equipment.
- Any other duties assigned.

MINIMUM QUALIFICATIONS

- **Required training** includes a high school diploma or equivalent.
- **A valid** Michigan Motor Vehicle Operator's License and an acceptable Motor Vehicle Record (MVR).

JOB-BASED COMPETENCIES

- **Knowledge** of the procedures and practices for operating and maintaining assigned vehicles and mechanical equipment.
- **Knowledge** of safety procedures/precautions involved in various public works projects and equipment operations.
- **Skill** in operation of assigned vehicles/mechanical equipment/power tools.
- **Skill** in establishing and maintaining effective working relationships with fellow employees.

COMPENSATION & BENEFITS

- This is a non-union position with a starting wage of \$17.19/hour.
- Approximately 20-25 hours per week
- The City of Hudsonville hosts a wellness program, which provides employees with access to an on-site fitness facility and wellness and exercise activities.
- Optional 457 Retirement Savings Account, part time positions do not offer an employer match.
- Employee Assistance Program access for the employee's entire household.

TOOLS & EQUIPMENT USED

Motorized vehicles and equipment, including lawn mowers, weed whippers, saws, common hand and power tools, shovels, pickup truck with plow, sidewalk plow, mobile radio, phone, computer, fax, and copy machine.

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.

While performing the duties of this job, the employee is regularly required to use hands and arms to handle, feel, or operate objects, tools, or controls, and reach. The employee frequently is required to stand and talk or hear. The employee is required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock and vibration.

The noise level in the work environment is occasionally loud.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Public Works Superintendent or his designee.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; final selection, background check, and drug screen.

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 employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.