



TRAVERSE CITY  
LIGHT & POWER

## JOB POSTING

Traverse City Light & Power

Announcement No. 18-007LP

July 2, 2018

### FACILITIES MAINTENANCE WORKER

**Applications are being received in the Traverse City Light & Power Human Resource office for the position of Facilities Maintenance Worker.**

Under the general supervision of the Operations Manager and Energy Technician, oversees and performs maintenance and operational duties for all facilities, structures, grounds, equipment and job sites that are owned, operated or being worked on by Traverse City Light & Power employees and/or contractors. These duties include but are not limited to mechanical maintenance, material handling, job site preparation, cleanup and installation of machinery and equipment as needed.

- Educational requirements include a high school diploma or equivalent. Certification/training in construction related trades preferred.
- Minimum of three years' experience in an electric utility environment including operations and maintenance is desirable.
- Demonstrated professional experience in building, grounds and equipment maintenance.
- Knowledge of construction and remodeling experience preferred.
- Must have and maintain a commercial driver's license (CDL) Class A with airbrake endorsement or be able to obtain within the first 1040 hours worked probationary period.

A detailed job description and additional minimum qualifications can be viewed at <http://www.tclp.org/Page/Careers>.

Residency requirement: 20-mile radius from nearest City limit. Starting wage \$27.01 per hour with competitive benefits package. Please submit an employment application, cover letter and three professional references by **Tuesday, July 17, 2018** to:

Traverse City Light & Power Human Resources  
1131 Hastings Street  
Traverse City, MI 49686

Or via email to [kschroeder@tclp.org](mailto:kschroeder@tclp.org)  
EOE

**TRAVERSE CITY LIGHT & POWER**  
**Job Description**

**FACILITIES MAINTENANCE WORKER**

**Supervised By:** Operations Manager  
Energy Technician

**Supervises:** Temporary Seasonal Employees  
Contractors

**Status:** Non-Exempt

**Position Summary:**

Under the general supervision of the Operations Manager and Energy Technician, oversees and performs maintenance and operational duties for all facilities, structures, grounds, equipment and job sites that are owned, operated or being worked on by Traverse City Light & Power employees and/or contractors. These duties include but are not limited to mechanical maintenance, material handling, job site preparation, cleanup and installation of machinery and equipment as needed.

**Essential Job Functions:**

An employee in this position may be called upon to do any and all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Oversee and Perform maintenance duties and field activities as directed by the Operations Manager, Energy Technician, Line Superintendent or designee on/at facilities, buildings, equipment, structures and grounds including but not limited to substations, utility poles, underground cabinets and job sites.
2. Oversee and perform facility maintenance work
3. Maintain safety records, files and maintenance logs on all equipment. Perform routine inspections (e.g.; SPCC, facilities, SDS, equipment) and record data in compliance with utility policies and state and federal guidelines.
4. Work as a mechanic installing, disassembling, reassembling and trouble-shooting mechanical and de-energized electrical components, relating to facilities equipment.
5. Assist in the installation of underground infrastructure including but not limited to trenching, laying conduit, de-energized wire and pouring concrete.
6. Oversee and perform site preparation, remediation and restoration including but not limited to laying grass seed, installing brick, asphalt work and material cleanup.
7. Oversee contractors, such as construction, painting, janitorial, landscaping and snowplowing services and, should concerns arise about the work being performed, notify the Supervisor of such.
8. Assist in the budgeting of the construction and maintenance of facilities.
9. Assist as a “groundman” during aerial work on an as needed basis.

10. Assist with facility locating and Miss Dig as needed.
11. Assist with clerical duties including ordering parts, equipment and tools.
12. Assist the Head Storekeeper in material inventory control and re-organization of stock items.
13. Operate various tools, equipment and machinery including but not limited to trenchers, forklifts, lawnmowers, plow trucks, power saws, chainsaws, concrete cutting saws, drills as well as other hand tools. Operation of all tools, machinery, vehicles and equipment will be done in a safe manner and in compliance with company policy and federal and state requirements.
14. Establish and maintain effective relationships and use good judgment, initiative and resourcefulness when dealing with customers, employees, project contractors, and representatives of other governmental units, professional contacts, City administrators, elected officials, and the public.
15. Attend all safety meetings and other meetings as required and make presentations as necessary.
16. Subject to emergency dispatch .
17. Perform other duties as assigned.

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

The requirements listed below are representative of knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a high school diploma or equivalent. Certification/training in construction related trades preferred.
- Minimum of three years' experience in an electric utility environment including operations and maintenance is desirable.
- Demonstrated professional experience in building, grounds and equipment maintenance.
- Knowledge of construction and remodeling experience preferred.
- Must have and maintain a commercial driver's license (CDL) Class A with airbrake endorsement or be able to obtain within the first 1040 hours worked probationary period.
- Demonstrated leadership ability and aptitude.
- Ability to operate machinery, equipment and work with hand and power-driven tools and have a basic understanding of blueprints.
- Ability to satisfactorily organize and maintain department logs and records.

- Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to effectively communicate orally and in writing and to interact and communicate in a positive and professional manner with other employees, Board members, contractors, customers and the public.
- Ability to use office equipment such as telephones calculator, photocopier, fax, personal computer and software applications including Microsoft Word and Excel.
- In addition to the above-mentioned requirements, this position requires the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instruction; and be physically and mentally able to perform the essential duties of their position. Regular, consistent and predictable attendance is also required.

**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 the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to stand, walk, talk, hear, bend, twist, crouch, stoop, squat, kneel, reach, pull, push, and climb steps, ramps and ladders which are all necessary in performance of daily tasks. These tasks are very regular and frequent throughout the day and in completion of assignments. The employee must be able to walk distances, stand and work from standing position for durations of up to eight hours or more if overtime is necessary. The employee must occasionally lift items of moderate to heavy weight. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee is regularly required to communicate in person and by telephone, read regular and small print and perform manual dexterity to type and enter data.

While performing the duties of this job, the employee regularly works in outside weather conditions in all seasons and regularly drives a motor vehicle between work sites. The employee will work near moving mechanical equipment and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

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Employee Signature

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Date

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TCL&P HR

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Date