

**LITTLEFIELD TOWNSHIP / VILLAGE OF ALANSON, MI**  
**JOB POSTING**

**Job Title:** Department of Public Works Technician II / Part-time Emergency Medical Responder  
**Department:** Village of Alanson Public Works; Littlefield Township Board of Trustees; Littlefield Township Fire and Emergency Response Board of Trustees  
**Reports to:** Village of Alanson Street Commissioner; Village of Alanson President; Littlefield Township Supervisor  
**Salary Range:** \$18.00 to \$23.00 per hour (\$37,440 to \$47,840) Annually.  
**Benefits:** Health Insurance and Retirement Available  
**Status:** Non-Exempt  
**Level:** 2  
**Opens:** March 26, 2025  
**Closes:** April 4, 2025, or as needed

---

**SUMMARY:**

The Department of Public Works Technician II is responsible for building cleaning, maintenance, and general equipment upkeep for the LAMA Hall building. Technician will ensure access to the building by removing snow, maintaining property facilities, general clean, maintaining building supply levels, and maintaining building equipment. Technician will work, at times, with the Village of Alanson Department of Public Works Employees to remove snow from the downtown corridor. Additionally, Technician will assist the Littlefield Township Fire Board with emergency medical services on an ad-hoc basis.

**RESPONSIBILITIES:**

**Snow removal:**

Each year a snow watch period will be designated by the LAMA board in consultation with the Village of Alanson and Littlefield Township. During such period, Technician will check each morning at 3:00 AM to determine if snow removal is necessary. Technician will consult with Village of Alanson DPW to determine snow removal needs in the downtown corridor. Snow removal, if necessary, will commence at 4:00 AM. Technician will remove snow from sidewalks on around community hall building. Technician will remove snow from the fire hall and adjacent sidewalks. Technician will remove snow from sidewalk in the downtown corridor as requested by the Village DPW. Technician will assist Village of Alanson DPW Worker will snow removal throughout the Village and MAY serve as a substitute plow driver as requested. Other snow removal duties may be assigned.

**Facilities:**

Technician will be responsible maintaining landscaping around the hall building. Technician may be asked to replace or repair landscaping on an ad-hoc basis by the Street Commissioner or the LAMA Board. Technician will be responsible for general facility maintenance including, but not limited to: mowing; building cleaning, outdoor receptacle cleaning; sidewalk sweeping; building kitchen cleaning; trash removal; curb and building painting; and other duties as assigned.

Technician is responsible for general building cleaning and performs custodial tasks for the library.

**Cemetery:**

Technician will participate in grave digging and filling as scheduled by Littlefield Township. Technician will maintain cemetery vault; measure and mark lots as needed for sales and placement of markers; empty trash; maintain cemetery landscaping; and open and close graves as need, including on weekends. Technician serves as the Deputy Cemetery Sexton. Other duties may be assigned by the Cemetery Sexton.

**Littlefield Township Fire and EMR:**

The Technician will provide EMR-Basic services including initial on-site assessment and basic medical care, in accordance with all applicable laws, regulations, and protocols. During these services, the Technician will be employed as a member of the Littlefield Township Fire and Rescue department at commensurate salary and benefit level.

**Responsibilities**

- Respond to emergency and non-emergency calls in a calm, efficient and prompt manner
- Respond to instructions from a dispatcher while driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed as well as in accordance with federal, state and local laws, regulations and standards
- Assess the nature and extent of injury or illness to establish and prioritize medical procedures
- Communicate with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or transportation to the appropriate center
- Complete all documentation in a competent and timely fashion
- Participate in company training to maintain required certifications and licenses

**EDUCATION AND EXPERIENCE:**

**For all levels**

- Must be at least 18 years of age and have high school diploma or equivalent
- Valid driver's license and good driving record
- Consent to a criminal background check
- Special considerations given to those with a current valid Class B Commercial Driver's License (CDL-B).

**Emergency Medical Responder**

- State of Michigan Certification as an EMR.
- Completion of certified emergency medical responder (EMR) program.
- CPR, Basic Cardiac Life Certifications and valid driver's license.

**PHYSICAL DEMANDS:**

While performing the duties of this position the Technician will be required to stand, walk, use hands, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl especially during snow removal. Technician will work during night hours will little direct supervision. The Technician must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.