

DEPARTMENT: Public Services**REPORTS TO:** Public Services Director**GENERAL STATEMENT OF DUTIES:**

Under the supervision of the Department of Public Services Director, oversees, schedules, and performs duties and tasks as required to operate and maintain Township water, and sewer systems. The position supports the activities of the department through the inspection, maintenance, repair, operation, installation and control of systems that provide efficient and reliable services to Township residents.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within the classification.)

- Oversees and organizes the day-to-day duties and responsibilities of DPS Utilities Maintenance Workers. Reports these duties and responsibilities directly to DPS Director
- Oversees, organizes, and/or performs inspection and/or repairs of facilities, maintains portable water reservoirs and pump stations, lift stations, meters, and drainage systems at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, testing etc. Reads meters to support utility billing function.
- Oversees, organizes, and/or performs utilities locating of water or sewer mains, services, and other appurtenances for utility company and/or property owner.
- Responds to complaints regarding water leaks, water quality, pressure loss or no water, flooding; evaluates situation; reports findings to Director.
- Manages customer correspondence related to outages, water or sewer service interruptions, or other activities or events that may adversely affect water quality.
- Maintains and troubleshoots problems with water supply, water treatment processes, water or sewer pumps.
- Monitors the operations and responds to all alarms of the systems through the use of SCADA.
- Oversees, organizes, and/or performs repairs or installations of the water supply or distribution systems. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings on repair of mains and services and installation of services, fire hydrants; assists in shutting off broken sections of water mains.
- Ensures the proper maintenance and storage of equipment and tools by cleaning and checking equipment and tools after use. Performs designated minor repairs on equipment.
- Oversees, organizes, and/or performs routine inspection and prevention maintenance on all DPS equipment and refers defects or needed repairs to Director; cleans equipment.
- Oversees, organizes, and/or performs all duties in conformance to appropriate safety and security standards such as Confined Space Entry Program.
- Oversees, organizes, and/or performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
- Oversees, organizes, and/or performs inspection of all new taps, service lines and trenches.

- On call 24 hours per day, 7 days per week for rotating “Standby” shift. Must report for work during emergency conditions regardless of standby shift. While on standby is responsible to monitor and respond to SCADA alarms and/or after-hours customer emergency calls.
- Reports illegal water connections and service leaks directly to Director.
- Responsible for water tower surveillance and monitoring.
- May inspect plumbing connections as related to system.
- Oversees, organizes, and/or performs water meter repairs or replacement or coordinates repairs with contract vendor.
- Maintains appropriate inventory levels, coordinates the purchase of new meters and parts used in making meter repairs with Secretary staff.
- Oversees, organizes, and/or performs maintenance and operation of drinking water wellhouses and water treatment facilities.
- Oversees, organizes, and/or performs operation, maintenance and exercising of valves in accordance with best management practices.
- Performs miscellaneous general labor and custodial work as required by Township.
- Assists in hydrant flow tests. Provides labor for hydrant maintenance, flushing, painting, service and winterizing.
- Oversees, organizes, and/or performs duties of FOG Ordinance and program.
- Oversees, organizes, and/or performs duties of Cross Connection Control Program.
- Performs inspections for Township Rental Ordinance.
- Oversees, organizes, and performs duties required under PA399 Safe Drinking Water Act of 1976 as amended such as water quality monitoring and sampling.
- Maintains appropriate certifications and files reports as needed to satisfy all State of Michigan requirements to operate, maintain and test White Lake Township water supply system.
- All other duties as assigned.

MINIMUM QUALIFICATIONS The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

- Graduation from high school or GED equivalent.
- Five (5) years of experience relating to construction, maintenance, or repair in Public Works or a related field.
- Applicants should have some computer experience relating to Public Works activities in areas of software maintenance programs, RF telemetry, SCADA, GIS and work reports.
- Must possess a State of Michigan D-1 license to operate the filtration system.
- Must possess a State of Michigan S-1 certification to operate the water distribution system.
- Candidate not currently possessing these licenses will be required to obtain them within one (1) year from date of hire or promotion in order to maintain employment. Must obtain an MWEA Collections Grade 4 Certification within four (4) years in order to maintain employment.
- Must possess a valid Michigan Driver’s License.
- Must possess a mechanical aptitude.
- Maintain the appropriate certifications to satisfy the requirements of the State of Michigan to operate and maintain the system.

KNOWLEDGE, SKILLS

- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities, and possess a mechanical aptitude.

- Ability to perform heavy manual tasks for extended periods of time; Demonstrated ability to climb ladders and enter manholes, vaults and narrow openings; Freedom from fear of high places and confined spaces.
- Ability to work safely;
- Ability to communicate effectively verbally and in writing.
- Ability to read and interpret construction plans.
- Ability to establish and maintain effective working relationships with other employees, other departments and the public.
- Ability to understand and carry out written and oral instructions.
- Ability to work outside in extremely hot, damp and/or cold weather.
- Familiarity with Township government, ordinance policies and procedures.
- Familiarity with water, sewer, storm and filtration systems
- Familiarity with departmental policies and procedures.
- Familiarity with tools and equipment.
- Familiarity with applicable Michigan laws, Rules and Regulations.
- Familiarity with computer operations utilizing a variety of software.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- The physical demand 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 fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance; stoop, kneel, crouch or crawl and smell.
- The employee must regularly lift and/or move up to 50 pounds and frequently lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts, regularly exposed to wet and slippery surfaces, humid conditions, extreme heat and cold; is regularly exposed to exhaust fumes and toxic chemicals.
- This position is regularly exposed to dust, fumes, chemicals, or unsanitary conditions such as those found in public restrooms and common areas. An employee in this position must have the strength, stamina, manual dexterity and physical coordination to access various outdoor work sites, perform duties and operate necessary tools and equipment.