

## **Lead Person for the DPW**

**Hours:** Normal hrs. 7:00 am to 3:30 pm., M-F (Overtime and weekend hours as required).

**Salary:** Hourly – Set by Board of Trustees - Based on Qualifications and prior experience.

### **Job Summary:**

Reports to the Township Supervisor. Responsible for overseeing operation/repair and maintenance of Township buildings, grounds, water/sewer system, and all its equipment. Has daily supervisory responsibility for DPW department workers, temporary workers, summer workers, community service assignments plus other personnel from any other work programs. Is responsible for the adequate planning, scheduling, and coordination of a range of public works functions. Is responsible for the safety and well being of employees and other voluntary or non-voluntary personnel under his/her supervision.

### **Job Experience and Education:**

Minimum high school graduate. Post education a plus experience in operation of heavy equipment. Ability to perform gas and arch welding tasks. DPW experience working with both water/sewer lines. Must have and maintain a valid Michigan Driver's license and appropriate Commercial Drivers License (CDL).

### **Certification:**

Possess and maintains Waterworks Operation Certification Level F-3 through the Michigan Rural Water Association. This is needed to perform the monthly Township water testing.

### **Job Duties and Responsibilities:**

1. Plans, organizes, and directs all aspects of the department operations. Meets with Supervisor, at least weekly, to prioritize and schedule upcoming work projects which is then conveyed to DPW staff.
2. Meets with peer agencies and governmental agencies as it relates to public work projects.
3. Attends safety conferences, workshops, and seminars for continued certification or as required.
4. Assesses DPW operations, staffing levels, facilities, existing parts inventory and future equipment needs.
5. Analyzes capital needs and makes recommendations to Township Supervisor to help implement those needed changes.
6. Performs work in compliance with all safety issues/laws including MIOSHA and OSHA rules and regulations.

7. Maintains an adequate written inventory of spare parts and other needed emergency items used for general equipment maintenance and water/sewer repair projects plus to assist with the year end audit.
8. Communication skills are needed to maintain effective working relationships with both fellow Twp. DPW employees, adjoining units of government staff, Township residents, Township Board of Trustees as well as the Township Supervisor.
9. Under certain circumstances, the Lead DPW Person must lead fellow DPW staff and work effectively in an emergency situation.
10. Is responsible for operation, maintenance and any needed repair of Township's heavy equipment which includes an accurate knowledge of the equipment's warranties and servicing schedules.
11. Assist the Supervisor with the DPW update/maintenance of the Townships' web page.
12. Monitors the hydrosphere and responds when the dialer indicates a problem.

### **Additional Duties:**

1. Repairs/cleans/calibrates/installs and reads water meters.
2. Takes potable water samples effectively; safe-guarding those samples to the appropriate testing facility as required by DEQ.
3. Follow-up reading and monitoring the functionality of our Flo-Dar sewer meters.
4. Plowing/shovels snow and ice as needed.
5. Performs and oversees the minor maintenance and upgrades including weather sealing, insulation, installation, door replacement, etc. on Township buildings.
6. Maintains and update records on water/sewer repair and maintenance issues.
7. Oversees cross-training of job duties as well as certifications with fellow employees (when appropriate).
8. Does the general monitoring and scheduling of the maintenance for the two diesel powered sewage lift stations.
9. Flushes and maintain a record of that action for all the fire hydrants in the Township.
10. Other duties as assigned. The above list is intended to describe the general content of and the requirements of the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.