

Summary of Job Description

The position is in charge of the planning, coordination and operation of the Water Distribution System and the Storm Water Collection and discharge system, the Street System, Village Parks, Buildings and Grounds.

Supervision received and exercised

The position is performed under the direction of the DPW Supervisor with staff for various functions as needed.

Duties:

1. Supervision of part-time and seasonal help that is hired. Recommend the hiring and discharge of personnel, direct, schedule, train, and evaluate all DPW employees.
2. Use staff, professional resources, other governmental agencies and private companies to efficiently accomplish the following, in consultation with the DPW Supervisor as necessary:
 - a. Maintenance of all streets and right-of-ways. Included is surface patching, repair, gravel shoulder repair, cutting of grass/weeds, removal of snow, salt/sand slippery areas, marking of parking spaces, installation and maintenance of posts, traffic and street signage.
 - b. Maintain trees and shrubs in the Village right-of-ways and parks.
 - c. Maintain, repair, (as able) and recommend improvements to the Village storm sewer system. This includes regular cleaning of all catch basins, removal of obstructions from the lines, work with contractors on placement of new basins and mains, supervision and inspection of all new taps and hook-ups to the system, and such other activities as necessary.
 - d. Maintain all Village parks including rest rooms and pavilion. Cut grass/weeds, remove leaves, edge sidewalks, repair and maintain equipment, trim trees, and such other activities as necessary.
 - e. Maintain Village sidewalks. Includes surveying sidewalk condition, obtaining estimates for budgeting, scheduling and monitoring replacement work.
 - f. Implement the leaf and brush pickup policy for the Village.
 - g. Maintain all village vehicles and equipment.
 - h. Maintain Village parking lots.
 - i. Maintain Village-owned decorative street lighting.
3. Maintain a 24 hour a day on-call schedule for water breaks and problems, sewer backups, snow removal, and other miscellaneous complaints.
4. Oversee all construction in the Village right-of-way by making inspections of work, assisting contractors, obtaining and delivering materials, review of other public utility proposed construction in the right-of-way, coordinate construction or reconstruction with appropriate agencies such as Village engineers, state highway department, county road commission, etc.
5. Develop and maintain a complete inventory of village equipment and materials.

6. Oversee water distribution system throughout the Village. Included is the repair of watermain leaks, installation and repair of water services in the street right-of-way, hydrant repair, watermain/service staking, investigate water complaints, service shutoffs/turn-ons, replacement of meters, etc.
7. Create and maintain all records required by MEDQ and other authorizing agencies regarding the water distribution system.
8. Review and approve applications for curb cuts for driveway and sidewalks.
9. Develop and implement an employee safety program and document all accidents incurred by employees under direct supervision.
10. Develop and implement an employee Right-to-Know program as required by OSHA. Maintain all MSDS documents, educate employees and file records
11. Direct cost saving measures in the department by reviewing all purchases and expenses and recommending payment of invoices for the water, streets, parks, and buildings and grounds.
12. Ensure the safe and efficient operation of all department equipment. Develop an equipment replacement program and create bid specification for all new/replacement vehicles and large equipment purchased.
13. Be familiar with, and assist in maintaining compliance with Village Employee Policies.
14. When requested by the DPW Supervisor assist with the planning of infrastructure improvements.
15. Any additional duties that may be requested by the DPW Supervisor and Council.

Summary of essential tasks

- 1). Must possess good vision, hearing and speech to be able to carry out paperwork and reports and interact with the Council and the public.
- 2). Must be able to understand and read state, federal and local laws and codes that are applicable.
- 3). Must be able to type or perform computer input.
- 4). Must be able to analyze various functions and perform well under stressful conditions.
- 5). Ability to read and interpret blueprints and design standards for the water system.
- 6). Position requires the ability to lift loads up to approximately 100 pounds utilizing proper techniques. In addition, the position requires the ability to read, review, comment, and correct blueprints and bid documents.

Desirable qualifications for employment

- Knowledge of the current principles, practices and procedures of water distribution and sanitary collection as well as street maintenance.
- Knowledge and awareness of the state and federal laws as they relate to the DPW.
- Knowledge of the various laws that affect the Village of Bear Lake and zoning ordinances.
- Ability to establish and maintain satisfactory working relationships with officials, employees and the general public.
- Ability to make effective oral and written presentations.
- At least two years in the water and street field.
- A valid CDL driver's license.
- Hold the appropriate water distribution system certification from the State of Michigan Department of Public Health and/or be in the active process of obtaining this certification or be willing to test and complete appropriate water distribution system certifications.

Physical Requirements and Potential Hazards:

The following identifies the physical demands and potential hazards typically encountered in this position. The information is a necessary part to ensure compliance with the Americans with Disability Act (ADA).

Descriptions:

- Not applicable:** Not required of the position.
- Non Essential:** Requirement is present but is not essential to the position.
- Occasional:** Occasional (up to 33% of working time) yet essential to the position.
- Frequent:** Between 34% and 66% of working time.
- Continuous:** Between 67% and 100% of working time.

ACTIVITY	NOT APPLICABLE	NOT ESSENTIAL	OCCASIONAL	FREQUENT	CONTINUOUS
Sitting				X	
Walking				X	
Standing				X	
Running			X		
Bending or Twisting			X		
Squatting or Kneeling				X	
Reaching Above Shoulder Level			X		
Climbing (i.e., ladders)			X		
Driving cars, light duty trucks				X	
Driving heavy duty vehicles			X		
Using foot controls			X		
Repetitive motion of hands and/or fingers			X		
Grasping with hand(s), gripping				X	
Lifting/carrying 10-15 pounds				X	
Lifting/carrying 26-50 pounds				X	
Carry more than 50 pounds				X	
Pushing/pulling			X		
Work in or exposure to inclement weather			X		
Work in or exposure to cold weather			X		
Exposure to dust, chemicals and/or fumes			X		
Use of hazardous equipment			X		
Work at heights			X		
Exposure to electrical current			X		
Seeing objects at a distance				X	
Seeing objects peripherally				X	
Seeing close work (i.e., typed material)				X	
Distinguishing colors				X	
Hearing conversations and/or sounds				X	
Hearing via radio or telephone				X	
Communicating through speech				X	
Communicating by writing and reading				X	
Distinguishing odors by smell				X	
Exposure to aggressive/angry people				X	
Respiratory protection needs			X		
Exposure to work in confined spaces			X		
Other (specify)					

job description physical abilities may vary