

Position Description
Charter Township of Portage
Department of Public Works (DPW) Supervisor

Reports To: Township Supervisor

Hours: 40 hrs. Weekly, 7:00 am to 3:30 pm., M-F (overtime, call-out and weekend hours as required, overtime must be pre-approved).

Pay/Classification: Hourly, Non-exempt. Based on qualifications and prior experience and established by Board of Trustees.

Benefits: Group health insurance, retirement plan, vacation, sick pay, and holiday pay.

Job Summary: Responsible for supervision and management of the DPW staff, overseeing operation/repair and maintenance of Township buildings, grounds, water and sewer systems system, and equipment. Has daily supervisory responsibility for DPW workers, temporary workers, summer workers, community service assignees plus personnel from other work programs. Works closely with the Forest Hill Cemetery Sexton and crew. Responsible for planning, scheduling, and coordination of public works functions. Responsible for the safety, mentoring, and well-being of employees and other voluntary or non-voluntary personnel. Counsels DPW employees and conducts annual personnel employment evaluations. Utilizes township infrastructure for email responses and cell phone inquiries. Responds to public inquiries regarding water and sewer systems within 24 hours. Conducts research for supplies and orders parts according to township purchasing policies. Utilizes computer, internet, and cloud-based resources set forth by the township. Completes permitting and reporting on-line.

Work Conditions: Work is often outdoors in harsh weather conditions. Work requires prolonged standing, bending, stooping, stretching, lifting of up to 75 lbs., and operation of heavy equipment. Works in confined spaces. Work requires using assigned technology in both an office setting and outdoors.

Minimum Qualifications:

1. High school graduate or GED.
2. Three to five years of previous experience as a supervisor or commensurate supervision training.
3. Three to five years of experience in operation of heavy equipment.
4. One to three years of experience working with water and sewer systems.

Required Certifications:

1. Current Michigan Driver's license and appropriate Commercial Driver's License (CDL – Class B).
2. Current Waterworks Operation Certification Level F-3 through the Michigan Rural Water Association
3. Current EGLE Water Operator's license.
4. Welding certification or equivalent knowledge from prior employment experience.

Desired Qualifications/Certifications:

1. Post-high school education or certifications.

Job Duties:

1. Plans, organizes, and directs department operations.
2. Meets with Township Supervisor weekly to prioritize and schedule upcoming projects and communicates with DPW staff.
3. Attends Township Board meetings and submits monthly DPW reports.
4. Meets with peer agencies and governmental units regarding public work projects.
5. Attends safety conferences, workshops, and seminars for continuing education and certification as required.
6. Assesses DPW operations, staffing levels, facilities, existing parts inventory, future equipment, capital needs; makes recommendations to the Township Supervisor.
7. Purchases materials/supplies for DPW activities utilizing the Township Purchasing Policy.
8. Performs work in compliance with MIOSHA and OSHA guidelines.
9. Maintains a written inventory of spare parts and other emergency items used for equipment maintenance and water and sewer systems repair projects.
10. Assists the Township Supervisor, Clerk, and Treasurer with the year-end inventory audit and additional audit questions.
11. Maintains positive working relationships with fellow DPW employees, adjoining units of government staff, Township residents, and Township board.
12. Leads DPW staff and works effectively with others in emergencies; submits appropriate reports.
13. Maintains Township heavy equipment and documents equipment service schedules and warranties.
14. Recommends DPW website updates on the Township web page to the web provider.
15. Monitors the hydrosphere and responds when the dialer indicates a problem.
16. Monitors and maintains (3) sewage lift stations.
17. Submits testing and handling forms to the appropriate testing facility as required by EGLE water testing. Monitors emails regarding alerts from EGLE for required sampling and reporting.

Additional Duties:

1. Repairs/cleans/calibrates and installs remote read water meters.
2. Performs potable water sampling as required by EGLE.
3. Performs follow-up reading and monitoring of Flo-Dar sewer meters.
4. Plows/shovels snow and ice as needed.
5. Performs and oversees minor maintenance and upgrades on Township buildings.

- 6. Maintains and updates records on water and sewer systems repair and maintenance issues. Reports issues to the Water and sewer systems Committee.
- 7. Oversees training and certifications of DPW employees.
- 8. Performs general monitoring and maintenance scheduling for the two diesel-powered sewage lift stations.
- 9. Assures annual flushing of all fire hydrants in the Township and maintains appropriate records.
- 10. Keeps up to date with EGLE, DNR, and local building codes involving wetlands, soil erosion enforcement, and construction permitting.

Other duties as assigned. The above list describes the general content of and requirements for performance of the position. It is not to be an exhaustive statement of duties, responsibilities, or requirements for the position.

Recommended by Personnel Committee on ____ day of _____, 20__.

Approved by the Township Board on _____ day of _____, 20__.

The Charter Township of Portage is an Equal Opportunity Employer