

## ***ALLENDALE CHARTER TOWNSHIP***

Position: Superintendent of Public Works

Immediate Supervisor: Township Supervisor

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not construed to be an exhaustive list of all job duties performed by personnel so classified.

### **Essential job functions:**

- Supervise operation and maintenance of water distribution system, sewage collection system, wastewater plant and public works office
- Prepare annual budget and reports for presentation to the Township Board and others.
- Review new water and sewer plans
- Assist Township Supervisor with employee supervision, employee relationships, employee job performance and hiring
- Delegate work assignments
- Review master water and sewer maps annually and revise based on planned growth areas and regulatory issues.
- Obtain information and prices of materials and equipment to be purchased.
- Supervise the inspection of water transmission & distribution, sewer expansion & extension projects and expansion and revision project at the waste water treatment plant.
- Provide tours at the wastewater treatment plant
- Analyze the operations at the waste water treatment plant to maintain regulatory compliance, improve efficiency and minimize costs.
- Effectively respond to the general public (individually and collectively) in a professional and reasonable manner.
- Attend Township Board and other meetings.
- Performs duties as assigned by the Township Board/ Supervisor.

### **Knowledge/Skill requirements:**

- This position requires five years of Public Works experience
- College level math, chemistry and biology are required for this position - 2 years minimum
- This position requires the following: Michigan Municipal "B" Wastewater and Michigan Municipal "S-2" Water Operator certification.
- This position requires communication with the media, other units of government, businesses, community groups, etc., as a representative of the Township, sometimes on a formal presentation basis
- This position requires drafting, editing and formatting of correspondence and reports
- This position requires substantial research, organization, analysis and judgement skills
- The position requires reading and evaluating Plans, Specifications, Schematics and PID documents.

- This position requires meeting deadlines
- Stay abreast of industry trends and requirements by participation in continuing education.

**Ability requirements:**

- Ability to walk on uneven terrain and construction sites
- Ability to lift and carry at least 25 pounds of weight
- Ability to drive, with a valid drivers license
- Ability to speak clearly and listen carefully on the telephone and in public
- Ability to write in a clear concise manner on a variety of both technical and non technical basis
- Ability to dig
- Ability to read and perform math functions and read utility construction drawings
- Ability to use computers

**Education requirements:**

- High school education and 2 years College Level Credits
- College level math, chemistry and biology are required for this position

**Updated 07/14/2017**