



## Grand Traverse County, MI Job Description

### DPW Shop Manager

#### GENERAL SUMMARY

Primary functions of the job are to manage the County's sewer and water systems on behalf of the County Board of Public Works, including training, directing and supervising maintenance staff, managing system budget and expenses, projecting system needs, and leading maintenance staff through technological advances in preventative maintenance programs.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position will occasionally require irregular hours including on the weekend. It may also require travel by the employee in the employee's own vehicle.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Establishes priorities, monitors, and evaluates the effectiveness and efficiency of sewer and water programs, and develops and implements plans to improve utility services.
- Supervises designated staff within the Department of Public Works, including interviewing and selecting of job applicants, training, overseeing work and work schedules, and establishes and evaluates appropriate performance standards in accordance with the departments and County's objectives.
- Performs complex and varied financial strategic planning, budgeting, and forecasting revenues and expenditures, which includes monitoring financial outcomes; providing timely financial analysis and direction; maintaining and adjusting cost allocation plans.
- Provides oversight of difficult and complex sewer and water program repair work.
- Provides for inspections and construction oversight of water and sewer utilities to determine necessary repairs and/or replacement in compliance with adopted DPW standards and specifications.
- Supervises SCADA to ensure that the alarms and controls are properly maintained and are functioning properly for sewer and water stations.
- Maintains records of station repairs, upgrades, and maintenance, and prepares reports as required by State the County Board of Public Works.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- High School Diploma or G.E.D.
- Six to eight years of experience in sewer and water maintenance and construction operations, at least two years of which must have been in a supervisory capacity and two years of which have been involved in the installation of water mains and service leads pump maintenance

**CERTIFICATIONS, LICENSES**

- Possess and maintain a valid Michigan Operator's License with CDL, Class B, including a tank truck endorsement, and must maintain eligibility to drive as per the County's Vehicle policy and the Department of Transportation regulations.
- D-4 Limited Treatment License issued by the State of Michigan
- S-4 Distribution License issued by the State of Michigan
- OSHA confined space training certification

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

This job is not part of a series.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel. Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, high and precarious places, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases.
- May occasionally be required to lift/move over 100 pounds.
- Will be required to use appropriate personal protection equipment according to current safety standards and practices.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Considerable knowledge and understanding of sewer and water related safety practices and associated MIOSHA regulations pertaining to confined spaces, electrical hazards, personal protective equipment, offensive/toxic odors, dampness, open trenches, proper construction zone signage, CPR and First Aid life saving techniques and applications.
- Thorough knowledge of practices and procedures governing the construction, operation, maintenance and inspection practices of sanitary sewers, sewage pump stations, water pumping facilities, water mains, service leads, and related water treatment facilities.
- Knowledge and ability to use a computer to conduct research, prepare reports, maintain records, search for and compile data, create files and spreadsheets, and to store and retrieve information
- Knowledge of basic supervisory and employee management principles including the ability to build a team to solve complex problems, analyze data, and to effectively allocate resources and manpower during crisis situations.
- Ability to use County resources effectively and efficiently
- Ability to develop and prepare written departmental policies, standard operating procedures, preventative maintenance plans, station maintenance protocol, and an employee mentoring and performance feedback process.
- Knowledge of applicable employee rights, protections, and avenues of appeal, including under a Collective Bargaining agreement
- Knowledge of applicable policies and procedures governing the hiring, employment, discipline, and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Advanced skill in performing on-site inspections

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- Advanced skill in reviewing and analyzing blueprints, technical documents, electrical diagrams, SCADA controls and alarm systems.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Physical ability to perform the job responsibilities such as kneeling or crawling in confined spaces, as required by job assignment
- Ability to work under pressure during an emergency
- Ability to work independently
- Ability to think analytically, solve problems, make effective and rational decisions, and act with integrity
- Ability to use sound ethics and judgment
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to apply and tactfully enforce complex rules, regulations, policies, and procedures
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries