

**Sewer & Water Maintenance Lead**

**GENERAL SUMMARY**

Primary function of the job is to be responsible for the repair and maintenance of County buildings & grounds, vehicles, generators, pumps, PRVs and other water/sewer equipment. Incumbents may assist Water/Sewer Operators as necessary. Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit.

Employees work as part of a team and are responsible for ensuring that the team meets its objectives. 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.

Overtime may be required to complete the task within a specific time frame or in an emergency.

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

- Schedules and performs routine preventive maintenance and inspections on vehicles/equipment, developing and implementing maintenance schedules for all vehicles and equipment, including Annual Federal Vehicle Inspections.
- Diagnoses and troubleshoots vehicle malfunctions
- Maintains and repairs water/sewer system buildings and grounds, which may include mechanical and electrical problems, mowing, painting, and woodwork
- Operates applicable sewer and water equipment in performance of annual maintenances programs, such as, valve turning and hydrant maintenance.
- Develops specifications for tools, vehicles, and equipment; submits and reviews bids; collaborates with vendors to ensure the needs of the department are met.
- Evaluates purchase of equipment and vehicles
- Assists water/sewer operators with daily, monthly, quarterly and annual operation and maintenance activities
- May be asked to perform Miss Digs or utilize GPS units to obtain information.
- May be asked to turn on/off customer services.
- May be asked to read meters
- Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities
- Maintains accurate records of time and materials along with the amount of service provided on each job
- May be asked to work in confined spaces

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

- High School Diploma or G.E.D., and completion of an approved certified technical training program

**Grand Traverse County, MI**  
**Job Description**

- Two to four years of related mechanical experience
- Directly related education may substitute for required experience if there is demonstrated ability, skill, and knowledge to perform the work.

**CERTIFICATIONS, LICENSES**

- Possess and maintain a valid Michigan Operator's License with CDL, Class B including a tank truck and air brake endorsement and must maintain eligibility to drive as per the County's Vehicle policy and the Michigan Department of Transportation regulations.
- D-3 Limited Treatment License issued by State of Michigan
- S-3 Distribution License issued by State of Michigan
- OSHA confined space certification
- Other licenses or certifications required by the State of Michigan

**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.

May be required to serve in an "on-call" capacity

**DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

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.

**Grand Traverse County, MI**  
**Job Description**

- 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 protective equipment according to current safety standards and practices; including but not limited to a respirator.
- May be required to purchase appropriate footwear to follow current safety standards.

**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.
- Specialized knowledge of the proper industrial safety practices with special regard to gaseous manholes working below grade or in confined places, high voltage areas and/or areas involving heat, offensive odors and dampness, including the practical application of first aid techniques
- Knowledge of practices and procedures governing the construction and maintenance of sanitary sewers, sewage pump stations, water pumping facilities, water mains, and related facilities
- Skill in performing on-site inspections
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Physical ability to perform the job responsibilities such as kneeling or crawling in confined spaces, as required by job assignment
- Ability to read and interpret plans, diagrams, drawings, prints, schematics, etc.
- Ability to work under pressure during an emergency
- Ability to work independently
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently