

Drain Maintenance Technician



Position Description

Status

Full-Time, Nonexempt

Reports to

Deputy Drain Maintenance Supervisor

Compensation

B21

Supervises

None

Bargaining Unit

GELC - General Unit

Position Category

Specialist

Summary

This position inspects, maintains and cleans county drains of vegetation and debris in order to provide an unobstructed flow of water through the county drainage system. Assists in maintaining vehicles, chain saws and other equipment. Assists in related administrative tasks.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Clears and cleans county drains; performs related tasks as required.
2. Assists individuals, in telephone and in person, with inquiries and complaints regarding county drains.
3. Inspects county drains noting needed repairs.
4. Contacts and notifies traversed property owners about proposed maintenance. Explains proposed maintenance to be performed answers any questions and resolves issues that arise.
5. Coordinates and assists work crews comprised of community service workers and earned release participants engaged in clearing and maintaining open ditch drains and disposing of debris.
6. Operates and oversees the use of power equipment.
7. Applies herbicides on county drains where applicable. Applies chemicals to control root and brush re-growth as needed. Coordinates the areas to be sprayed with landowner.
8. Collects water samples from drains for testing in compliance with the Michigan Department of Public Health requirements.
9. Maintains and repairs vehicles and equipment by performing minor tune-ups, changing oil and other fluids, repairing lighting systems, rebuilding chain saws and sharpening chains.
10. Researches and recommends the purchase of equipment and tools needed for drain maintenance and repair.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is regularly exposed to outdoor weather conditions. The noise level in the work environment and job sites can be loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel

Travel is required to access Intracounty and Intercounty drainage district drains, training, and storage units.

Required Education and Experience

1. High school diploma or equivalent (G.E.D.)
2. One (1) to two (2) years of experience in drain maintenance or related field.

Other Requirements

1. Become Certified Commercial Pesticide Applicator within one year of hire.
2. Possession of a valid State of Michigan driver's license
3. Basic computer knowledge, including Microsoft Word and Excel programs.
4. Ability to work with minimal supervision.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____