

Deputy Drain Maintenance Specialist



Position Description

Status

Full-Time, Nonexempt

Compensation

B22

Bargaining Unit

Non-bargaining

Reports to

Deputy Drain Development Coordinator

Supervises

None

Position Category

Specialist

Summary

This position oversees the county drain crew maintenance program, including inspection, maintenance, construction, equipment operation, and related administrative tasks. Investigates drain-related problems and complaints.

Essential Functions

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

1. Inspects county drains noting needed repairs. Inspects drain repairs and construction work ensuring that slope and depth are in compliance with standards and specifications. Inspects project upon completion.
2. Assists individuals, on the telephone and in person, with inquiries and complaints regarding county drains. Analyzes the problem and notifies the appropriate contractor and utilities, if necessary.
3. Supervises and/or applies the application of herbicides on county drains. Coordinates the areas to be sprayed with landowners.
4. Collects water samples from drains for testing in compliance with the Michigan Department of Public Health requirements.
5. Maintains and/or coordinates the repairs of vehicles and equipment. Performs minor tune-ups and changes oil and other fluids in vehicles and equipment.
6. Prepare the annual budget for the Drain Crew Maintenance Program.
7. Researches work-related safety issues and implements necessary safety training.
8. Attend work-related seminars, training opportunities and continuing education.
9. Attends meetings of varying nature, at times making decisions in the absence of and on the behalf of the Drain Commissioner.

10. Prepares design plans and specifications for bidding purposes. Compiles the tabulation of bids.
11. Arranges for and hosts preconstruction meetings, coordinates and attends construction progress meetings.
12. Prepares contract documents and distributes for execution.
13. Reviews contractor's bonds and insurance.
14. Prepares and issues bulletins, field orders, and changes the orders as necessary.

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

This job operates in both a professional office environment and outdoor locations to conduct fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Regularly exposed to outdoor weather conditions.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This role requires an employee to conduct fieldwork both within and outside the county in relation to intercounty drains and be exposed to both the elements and uneven terrain.

Travel

Travel is required to inspect drainage systems and attend meetings and trainings.

Required Education and Experience

1. Associate's Degree or two-year technical certificate in drafting, engineering, construction management.
2. Three (3) years of construction experience.
3. Must be a licensed Storm Water Operator and SESC inspector.
4. Must be a licensed Pesticide Applicator.

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 _____