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**DEPARTMENT OF PUBLIC WORKS**

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Frank Fisher  
Engineering Superintendent

DATE: February 3, 2020  
TO: Honorable Charter Township of Waterford Board of Trustees  
FROM: Russell D. Williams, DPW Director *RW*  
RE: DPW Engineer Job Posting Revision

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After posting the current DPW Engineering position in Mid-November 2019 there have been very few applicants and no qualified to meet the current job description requirements. With this in mind, the DPW is requesting a change in the job description and pay range. The current job description is a Management and Administration (M&A) Grade 6, Step 5 Max without a Professional Engineer requirement. The requested change would add a Professional Engineer (P.E.) Requirement and move the position to a Management and Administration Grade 8, with a Max of Step 5. This will require a budget amendment for 59058-70200 account for \$10,791.60 from the (590) Water & Sewer Enterprise Fund.

Waterford Township's Fiscal and Human Resources Department have reviewed and agree that market conditions and the needs of the Department warrant serious consideration to this recommendation. As a reminder, the Water-Sewer's financial resources do not involve tax receipts, they are garnered from water-sewer user based fees.

As you know, the Water and Sewer Branch of the Department of Public Works is a multifaceted and ever complex utility. Having a Professional Engineer on staff to review plans of public infrastructure and to help project manage important public improvements and to help safe guard the public's health and welfare is why the following recommendation is being made. Please keep in mind, that it is very possible that having an in-house engineer will very well permit some of the projects being currently outsourced to be conducted by the Department itself. This would very well help defray the salary adjustment being requested of this body at this time.

**REQUESTED BOARD ACTION**

**Approve Revised Job Description for DPW Engineer.**

**Amend Budget Line 59058-70200 for an additional \$10,792.00 + FICA Withholding**

Cc: Gary Wall, Township Supervisor  
Mark Simlar, Human Resource Director  
Derek Diederich, Administrative Superintendent  
Frank Fisher, DPW Engineering Superintendent  
Barb Miller, Accounting Mgr. / Assit. Budget Director

*With us there are no boundaries*



## Charter Township of Waterford Job Description

### Department of Public Works Engineer

<b>Department:</b>	Department of Public Works
<b>Supervised By:</b>	DPW Director or Designee
<b>Supervises:</b>	None
<b>Bargaining Unit:</b>	M&A
<b>FLSA:</b>	Exempt
<b>Grade:</b>	8
<b>Status:</b>	Full-time

#### **General Summary:**

Under the general supervision of the DPW Director or Designee, provides advanced technical and engineering services to the Department of Public Works. Assists the DPW Director or Designee with planning, project evaluation, design, and construction management.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, designs, evaluates, and manages Department of Public Works engineering projects associated with water and wastewater systems and treatment facilities, and other areas as assigned.
2. Assists the DPW Director or Designee in master planning for water treatment and distribution and wastewater collection systems, and other Department of Public Works projects as requested. Gathers, assembles, and analyzes data and statistics; creates computer models and prepares technical reports.
3. Researches, develops, implements, and updates a comprehensive Infiltration and Inflow Program, a Well Head Protection Program, and other special projects as assigned.
4. Prepares drawings, specifications, cost estimates and bid documents related to water and wastewater or general public works projects. Reviews design documents for compliance with established standards and serves as department liaison with contractors.
5. Assists in the review and update of water and sewer ordinances to ensure they meet the latest standards and requirements.
6. Completes special projects, attends Township Board meetings, and makes presentations as requested.
7. Under direction of the DPW Director or Designee, assigns work priorities, supervises work progress, and assesses work quality of Utilities Coordinators, utility maintenance personnel, and employees assigned to DPW engineering projects. Assists Director of Public Works in the hiring and performance evaluation process.

8. Keeps abreast of public works engineering developments, new techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
9. Establishes and maintains effective relationships with contractors, Township administrators, other employees, professional colleagues, and other interests. Serves on special committees and participates in civic and professional organizations as appropriate.
10. Serves as the project manager and leads the DPW's efforts with its Sanitary Sewer Flow Metering and Monitoring Program.
11. Develops, updates and utilizes technology including Geographical Information Systems (GIS), advanced Supervisory Control and Data Acquisition System (SCADA), computer-aided design and drafting, computer models, engineering data bases, and other related systems. Supports efforts to research, master, and implement new technologies.
12. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in civil engineering.
- Experience requirements include ten or more years of progressively more responsible work in public works engineering and experience with water and wastewater facilities.
- A valid Michigan Driver's License and licensure as a Professional Engineer (PE) are required
- Thorough knowledge of engineering and surveying principles, practices and standards that apply to public works projects and water/wastewater systems.
- Considerable knowledge of the local, State and federal ordinances that apply to the planning, design and construction of water/wastewater systems and facilities.
- Knowledge of public management techniques involved in planning, procurement, and personnel administration.
- Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Skill in the use of office equipment and technology, including GIS, SCADA, computer-aided design and drafting, computer modeling, spreadsheet and word-processing software, databases, and GPS equipment.
- Ability to organize and execute engineering investigations and evaluations, and to create

designs, analyze data, and develop specifications for various projects.

- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, employees, Township administrators, project contractors, representatives of other governmental units, and professional contacts.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines, and changes in work priorities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 typically in an office setting where they are regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. In the course of conducting field work, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste and smell. The employee must occasionally lift and/or move objects of moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic substances; high, precarious places; outside weather conditions; vibration; and risk of electrical shock. The noise level in the work environment can range from quiet to loud.

Salary Range: \$69,945 – \$80,438 – Excellent benefits

Posting Date: 2/11/2020

Closing Date: Open until filled