



Charter Township of Waterford Job Description

Department of Public Works Engineering Assistant

Department:	Department of Public Works
Supervised By:	DPW Engineer
Supervises:	None
Bargaining Unit:	M&A
FLSA:	Exempt
Grade:	4
Status:	Full-time

General Summary:

Under the general supervision of the DPW Engineer, assists in providing technical and clerical services to the Department of Public Works. Assists the DPW Director, Superintendents, and Engineer 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. Assists the DPW Engineer, Superintendents, and the Director with Plans, and managing Department of Public Works engineering projects reviews and evaluations associated with water and wastewater systems and treatment facilities, and other areas as assigned.
2. May be called upon to review and work up costs related to customers connecting to the water-sewer system, as well as analyzing the relevant costs associated with change of use for existing businesses.
3. May be called upon to coordinate DPW 3rd party engineering reviews necessary for future and ongoing projects.
4. Assists the DPW Engineer, Superintendents, and the Director in gathering data, providing assigned analysis for use in the master planning for water treatment and distribution systems, wastewater collection system, and other Department of Public Works' projects as requested. Gathers, assembles, and analyzes data and statistics; and prepares reports to convey information to higher graded staff for use in future planning and maintenance activities.
5. 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 and other Waterford Township staff.
6. Organizes and administers the concrete and pavement repairs that the DPW is responsible for completing.

7. Independently answers and returns phone calls and customer inquiries in areas of assigned specialty on behalf of the DPW Engineer, Director, and Superintendents and as a representative of the DPW and/or Township.
8. Assists in obtaining easements for DPW projects as needed.
9. Assists the DPW Engineer, Superintendents, or Director in the review and update of water and sewer ordinances to ensure they meet the latest standards and requirements.
10. 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.
11. Develops, updates, and utilizes technology including Geographical Information Systems (GIS), engineering databases, and other related systems. Supports efforts to research, master, and implement new technologies.
12. Assists the DPW Director, Engineer, and Superintendents with various tasks that may present themselves regarding various needs of Waterford Township, including completing special projects as required.
13. Responsible for being the point person for the Township's 3rd Party Residential Waste program. Answering resident inquires, informing lower graded staff on how to efficiently direct customers to the 3rd party service provider when necessary and being a helpful resource and liaison for the efficient provision of this 3rd party service. Also, will coordinate with the 3rd Party Service Provider and the Township's Assessing and Treasurer's Office to administer the annual transfer to tax delinquent collection item related to this program.
14. Will serve as the lead administrator in maintaining the Township's Neighborhood Road match program. Will coordinate with Township Departments and keep track of the resources allocated for the program and providing periodic updates. Will also keep an open line of communication with the Road Commission for Oakland County (RCOC) to help residents navigate the process related to having a neighborhood road repaved.
15. Responsible for aiding in the administration of the Township's Streetlight Special Assessment Districts. Maintaining a master spreadsheet, monitoring related bills from the Township's 3rd Party electrical provider, and working up rate recommendations to make this system viable. Also, serves as the first point of contact for any new Streetlights and guiding residents through the Special Assessment District (SAD) process.
16. 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.

- Bachelor's degree is desirable in a related field such as engineering, business, public administration etc.
- Experience requirements include basic understanding and knowledge of work in public works engineering and experience with water and wastewater facilities and general operations.

- A valid Michigan Driver's License.
- Ability to learn basic engineering and surveying principles, practices and standards that apply to public works projects and water/wastewater systems.
- General knowledge of the local, State, and federal ordinances that apply to the planning, design and construction of water/wastewater systems and facilities.
- General 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, 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.
- Ability to grasp new concepts quickly and work independently with minimal oversight when given direction.

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: Grade 4, Step 5 Max out.

Posting Date:

Closing Date: Open until filled