

**INGHAM COUNTY  
JOB DESCRIPTION**

**DEPUTY DRAIN COMMISSIONER**

**General Summary:**

Serving at the pleasure of and under the general direction of the Drain Commissioner, the Deputy Drain Commissioner performs any and all of the duties outlined in the Drain Code for the Drain Commissioner. Other responsibilities include serving as liaison for SARA Title III (Community Right to Know/Hazardous Chemicals), and Emergency Services, if requested, and serving as the Drain Commissioner at his/her direction or in his/her absence.

**Essential Functions:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Respond to citizen inquiries about drainage problems and determine best solutions within procedures described in the Drain Code.
2. Supervise engineering, maintenance, finance, and administrative personnel of the Drain Commissioner's office in the performance of their duties, and assisting in emergency situation.
3. Interact and respond to engineering, legal and financial consultants as chosen by the Drain Commissioner for construction and maintenance of drainage structures.
4. Perform as owner representative to contractors in the construction and maintenance of drainage structures.
5. Prepare and supervise the preparation of assessment rolls and be the liaison of the Drain Commissioner to other county agencies for the maintenance of the County's Property Description Master File at Data Processing.
6. Act as the Drain Commissioner at his/her direction and in his/her absence.
7. Perform such other duties as the Drain Commissioner may direct.
8. Serve as liaison for SARA Title III and Emergency Services, if requested by Board of Commissioners.
9. Work with soil erosion matters and special assessments.

**Other Functions:**

10. None listed.

**Employment Qualifications:**

**Education:** Bachelor's Degree in Business, Engineering or related field. Additional education and training in areas related to water quality/management helpful.

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**Experience:**

Must have four years related work experience in water quality and water management.

**Other Requirements:**

Must have a valid driver's License and a good driving record.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but a general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

With or without accommodations, must have the mental capabilities to read, review and understand complex drain assessment rolls and maps. Must have the verbal communications skills to enable clear and concise public presentations in group format and using standard voice telephone systems. Must be able to conduct planning sessions on drain maintenance and engineering activities. Must be able to operate general office equipment, computers as well as planimeter and plotters. Must be able to drive vehicles. Lifts weights up to 25 lbs. Sits, stands, and bends for regular daily duties of this job.

**Working Conditions:**

This person will be required to walk on various types of field or construction terrain, climb ladders or stairs and work out of doors frequently in all types of weather exposure.

Must drive to different work sites.