

**INGHAM COUNTY
JOB DESCRIPTION**

DRAIN MAINTENANCE SUPERVISOR

General Summary :

Under the supervision of the Chief Deputy Drain Commissioner, receives complaints of non-functioning drains from property owners, assesses the problem, and takes corrective action. Inspects open ditch drains and notes needed repairs. Inspects drain repairs and reconstruction work performed by contractors and ensures compliance with approved standards and specifications. Supervises the maintenance, repair and modification of vehicles and equipment used maintain and repair county drains. Ensures that adequate parts, materials, supplies, and tools are available to maintain and repair vehicles and equipment.

Essential Functions :

1. Receives complaints of non-functioning drains from property owners. Analyzes the problem, notifies the appropriate contractor and utilities, if necessary, and hauls repair materials such as reinforced concrete pipe, large steel tubes, sand, stone, or plastic tile to repair site. Inspects drain repairs to ensure they meet the standards and specifications of the Drain Commissioner.
Inspects open ditch drains noting needed repairs. Inspects drain repairs and construction work ensuring that slope and depth are in compliance with standards and specifications. Inspects projects upon their completion to ensure that dirt has been leveled and that there are no erosion problems. Implements tile repair and inspects work for conformance with standards and specifications.
2. Inspects drain construction projects in progress to ensure compliance with plans and specifications. Checks such items as proper grade, placement of pipe, materials used, soil type, joints, headwalls, drop structures and other areas.
3. Supervises work crews engaged in clearing and maintaining open ditch drains. Prepares daily work schedules for assigned personnel, changing as necessary due to temporary absences or emergency situations.
4. Reviews daily work logs from work crews, verifying time and materials used and assigning charges to the appropriate drain account.
5. Estimates the time required to clean a drain so that it can be determined whether the cost will be within the monetary limitations set forth under the Drain Code for maintenance expenditures without a township resolution or petition.

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6. Contacts land owners whose property crosses drains to be cleaned to inform them of the work to be completed. Explains the work to be done, answers any questions, and resolves issues that arise.
7. Supervises and participates in the repair and maintenance of commission vehicles and equipment such as tune-ups, changing oil and other fluids, replacing brakes, repairing lighting systems, rebuilding chain saws and sharpening chains, welding, fabricating and modifying equipment, and performing majors repairs such as rebuilding transmissions.
8. Determines priorities for maintenance and repairs, making assignments to staff, and inspecting work in progress and on completion. Assists with diagnosing difficult problems.
9. Maintains an inventory of tile and other materials used for drain repair and equipment maintenance and repair.
10. Keeps records of equipment and materials used and hours worked on each project so that charges are made to the appropriate drain district.
11. Attends public meetings to discuss drain problems and drain maintenance activities.
12. Performs all duties of a Drain Maintenance Worker.

Other Functions :

13. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or equivalent.

Experience: Three years experience which included maintains and repair of vehicles and equipment, construction experience involving the operation of heavy equipment, or experience as a Drain Maintenance worker. Prefer some supervisory experience.

Other Requirements: Possession of a valid State of Michigan commercial driver's license. Certification as a Commercial Pesticide Applicator, completion of training courses and examinations for administering the Soil Erosion and Sedimentary Control Act, and completion or Confined Entry Training are conditions of continued employment.

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 as 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]:*

Walking over uneven terrain to inspect open drains.
Operating mowers to mow drain sites.
Climbing up and down excavated trenches.
Lifting bags of seed weighing up to 50 lbs. from truck.
Lifting and carrying containers of liquid chemicals.
Lifting and operating a chain saw to cut trees.
Climbs in and out of manholes.
Stoops, kneels and crouches to inspect drains.
Pushes and pulls on trees during tree cutting operation so that they fall in right location.

Working Conditions:

Works outside in all types of weather conditions.
Works in confined spaces.
Exposure to equipment where risk exists of getting cut, bruised or scraped.
Exposure to environmental allergens.
Exposure to pesticides, herbicides and other chemicals.
Works in areas with loud noise [heavy equipment].
Exposure to dust while mowing right-of-ways.