

**INGHAM COUNTY
JOB DESCRIPTION**

PROJECT COORDINATOR - DRAIN

General Summary:

Under the supervision of the Chief Deputy Drain Commissioner, assists with portions of petitioned drain projects and inspects drain construction projects in progress to ensure that methods and materials meet construction standards. Responds to complaints of property owners regarding drainage issues. Conducts inspections to ensure compliance with the Soil Erosion and Sedimentation Control Act per Part 91, of P.A. 451 of 1994.

Essential Functions:

10. 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, and other areas.
11. Inspects projects contracted by the Drain Commissioner to ensure compliance with specifications and proper completion.
12. Requests compliance with applicable regulations and shuts down construction operations for failure to comply.
13. Assists the Drain Commissioner determine the benefits of maintenance and construction projects to parcels in the drain district for the spread of assessments.
14. Attends Board of Determination hearings to respond to questions regarding drain projects. Assists with portions of petitioned drain projects such as obtaining easements from property owners and obtaining construction permits from various agencies.
15. Enforces the Soil Erosion and Sedimentation Control Act per Part 91, of P.A. 451 of 1994. Reviews applications, issues permits, performs on-site inspections, assists in the design of erosion control plans, and carries out necessary enforcement actions. Meets with homeowners, contractors, engineers, and others to provide information on construction regulations.
16. Responds to complaints of property owners regarding drainage problems and investigates and determines cause of problem. Mediates disputes, such as those between neighbors, regarding drainage systems.
17. Researches drain records to obtain information about a drain such as location of easements, drain maintenance work performed, and past problems.

Other Functions:

18. None listed.

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

Employment Qualifications:

Education: Possession of a Bachelor's degree Natural Resources Management, Engineering, or a related field.

Experience: Two years related to soil erosion control or storm drain design and installation.

Other Requirements: Possession of a Michigan driver's license.

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 drain maintenance and construction projects.

Climbing up and down excavated trenches.

Stoops, and bends to enter storm/sanitary sewer manholes.

Stoops, kneels and crouches to inspect drains.

Working Conditions:

Works in office conditions and travels to locations to inspect drain maintenance and construction projects.