



Department of Public Works

Memorandum

Bloomfield Township

To: All Interested Parties

From: Adam Roose, Public Works Manager

Subject: Job Posting – Technical Assistant-Department of Public Works

Date: 7/31/2024

Cc: Noah Mehalski, Paul Horen, File

The Department of Public Works is seeking to fill one vacant position for DPW Technical Assistant by accepting applications from qualified candidates. This full-time position will include the Township's standard benefits package for newly hired employees and a starting range of \$52,687.38-\$70,074.53 based on experience and qualifications. Attached is a copy of the current DPW Technical Assistant Job Classification and position requirements.

Interested parties should provide a Township job application, resume and cover letter to Adam Roose, Public Works Manager (aroose@bloomfieldtp.org). This job posting will stay open for 2 weeks from the date posted.

Please feel free to contact me with any questions.

Thank you,

Adam Roose
Public Works Manager

Date Posted: ____ 7-31-24 ____

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Technical Assistant- Department of Public Works
Job Code	
FLSA Status	Non-Exempt
Pay Grade	108

GENERAL SUMMARY

Performs program management and administrative work in directing the meter program and replacement operations of the Department of Public Works. Oversees the monthly water billing operations. Supervises and coordinates job duties for skilled and semi-skilled workers and contractors engaged in the administration of the meter program as well as other DPW programs and initiatives.

Work is performed under the general supervision of the Public Works Manager as well as the Director of Public Works.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assists in the development and implementation of goals, objectives, policies, and priorities for Meter Program operations; recommends and administers policies and procedures to supervisory staff.
- Oversees the Division's Meter Replacement Program and monthly water billing operations. This includes, but is not limited to: answering customer inquiries, researching account information and development of program policies.
- Maintains Water Utility Billing Data utilizing a computerized billing management information system for over 14,000 water accounts.
- Manages notification of customers with stopped meters or high consumption and arranges for corrective action.
- Examines reports for accuracy on each water account; creates reports on Meter Program and Water & Sewer billing operations.
- Plans and oversees the work activities of contractors and meter crews consisting of technicians, operators, and Laborers in the operations of Water & Sewer Division. Works closely with consultants and contractors as necessary to complete projects and assignments.
- Manages the payment arrangement process for delinquent accounts.
- Prepares and oversees work plans related to Meter Replacement Program and monthly billing operations.
- Serves as a liaison to the general public and other departments in providing information and answering inquiries regarding DPW operations.
- Maintains records such as repair requests, daily work sheets, work orders, and applicable ordinances

Classification Title: Public Works Technical Assistant

- Provides training for the Public Works Assistant.
- Provides direction and recommendations for all DPW Programs (i.e. Household and Hazardous Waste Day, Open House, Clean Sweep, etc)
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High School diploma or G.E.D. equivalency
- Extensive knowledge of the BS&A Utilities Management Suite
- 5 to 7 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

None.

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

Extensive Knowledge of Pub Works and Beacon Software

Ability to obtain leadership certification through the Michigan Public Services Institute.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

- Knowledge of the methods, materials and equipment used in the maintenance and repair of various types of meter technology and billing software.
- Knowledge of existing Local State and Federal regulations / safety standards as related to Water Division Operations.
- Operations,
- General knowledge of Water Division methods and procedures.
- Ability to prepare and present oral and written reports effectively.
- Ability to do data entry; basic computer skills (Office 365, WORD, EXCEL, Power Point, email, etc).
- Ability to develop and maintain cooperative working relationships with employees, Township officials and the general public.
- Ability to establish efficient work flow.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment		X	
Shop environment		X	
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Date created:	07/30/2024
Dates revised:	