



## Department of Public Works

Memorandum

Bloomfield Township

To: All Interested Parties

From: Paul Horen, Public Works Superintendent

Subject: Job Posting – Water Maintenance Worker II or III

Date: 6/24/2024

Cc: Dani Walsh, Jason Theis, Noah Mehalski, Adam Roose, Department Heads,  
Elizabeth Parrott, File

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The Department of Public Works – Water & Sewer Division is seeking to fill one vacant position for Water Maintenance Worker II or III 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 wage of \$50,050.60 (\$24.06 per hour) plus overtime for Water Maintenance III or \$56,795.06 (\$27.30 per hour) plus overtime for Water Maintenance Worker II based on experience and qualifications. Attached is a copy of the current Water Maintenance Worker II and III Job Classification and position requirements.

Interested parties should provide a Township job application and resume to Paul Horen Public Works Superintendent ([phoren@bloomfieldtwp.org](mailto:phoren@bloomfieldtwp.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,

Paul Horen  
Public Works Superintendent

Date Posted: 7/08/2024



# Bloomfield Township

Dani Walsh, Supervisor • Martin C. Brook, Clerk • Michael E. Schostak, Treasurer  
Neal J. Barnett, Trustee • Stephanie Fakh, Trustee • Christopher M. Kolinski, Trustee • Valerie S. Murray, Trustee

## **WATER & SEWER DIVISION:** **WATER MAINTENANCE WORKER INTRODUCTION**

Dear Applicant,

Working in the Water & Sewer Division for Bloomfield Township you will find it to be a family-oriented atmosphere with great pay and a great work-life balance. We are a 4 day a week 10 hour a day operation working Monday – Thursday 7:00 AM to 5:30 PM with Fridays off. The starting range of pay for Water Maintenance Worker is currently \$50,050.60 annually (\$24.06 per hour) up to \$56,795.06 (\$27.30 per hour) based on qualifications. In addition to this salary, there will be plenty of opportunities for over-time to increase your annual income. Within the Water & Sewer Dept., employees switch On-Call duties on a weekly basis once properly trained. The purpose of the On-Call duties is to respond to after hour and weekend emergencies. When On-Call, you automatically get 4 hours of pay at the rate of time and one-half for Saturdays and 4 hours of double time on Sundays even if you don't get called in and added additional time when you are called in. Other employees not on call can be called in as well after hours to assist in emergency situations and will receive a minimum of 3 hours overtime. There are many levels to move up within the Water & Sewer Division as well. If you enter in as a Water Maintenance Worker III and based on performance, you will be promoted to Water Maintenance II Worker after your third year meanwhile receiving, on average, a 7% raise per year for the first 5 years of employment. With an expected amount of retirements in the near future, you will have the opportunity to be promoted even higher to Water Maintenance Worker I or even one of the two Crew leader positions very quickly based on your work performance and leadership skills. Taking this opportunity, you will have a long prosperous career that will benefit both you and your family. We look forward to you applying so you can be a part of the Bloomfield Township Team.

Sincerely,

Paul Horen  
Public Works Superintendent

# The Charter Township of Bloomfield, MI

## Job Description

<b>Classification Title</b>	Water Maintenance Worker III
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	WS1

### GENERAL SUMMARY

Performs a variety of skilled labor work associated with the repair, construction, maintenance and operation of the townships water distribution and sewer systems. Perform heavy manual labor and work special hours as required.

This position works under the general supervision of the Maintenance Worker II, Crew Leader, Foreman, Superintendent or Director of Public Works. Supervision is exercised over seasonal, temporary and part-time employees or others, including outside contractors, assigned to assist the Water & Sewer Department. May also supervise over other Maintenance Workers III as directed by the Foreman or Superintendent.

### 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.*

- Participate in the construction, maintenance and repairs of the Township's water distribution and sewer systems.
- Perform any of a variety of tasks involving physical strength and agility, such as meter reading, repair, meter replacement and installation; repair and clean sewers and manholes; repair and install service lines, hydrants, valves, and water mains; cut out and lay sod, trim trees and brush, mow grass, dig holes and trenches.
- Ability to engage in heavy manual labor for extended periods, in all types of weather and under various working conditions and environments.
- Operate and maintain power driven equipment and tools.
- Service equipment and make minor repairs and adjustments.
- Operate equipment in a safe and efficient manner.
- Maintain proper safety procedures in all work operations.
- Complete daily time sheets and departmental forms as required.
- Plow and salt snow as necessary for the Road Division.
- Perform related work as assigned.
- Perform other essential tasks as identified by Bloomfield Township.
- Make inspections of maintenance, construction and repair projects in progress and upon their completion.
- Respond to routine citizen complaints.

## **Classification Title:** Water Maintenance Worker III

- Attend meetings and classes as identified by Bloomfield Township.
- Perform other duties as assigned by Bloomfield Township Administrators.

### **MINIMUM ENTRANCE QUALIFICATIONS**

#### **Education and Experience**

- High School diploma or G.E.D. equivalency
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### **Licenses or Certifications**

Michigan license, CDL with A and N

### **OTHER JOB REQUIREMENTS**

Must obtain and maintain a minimum of a S-4 distribution license within two years of appointment as well as any other related vehicle operating certificates as identified by Bloomfield Township.

Work special hours as required, including weekly rotating on-call assignments. May be called upon to plow, shovel and salt streets, parking lots and sidewalks.

### **PREFERRED QUALIFICATIONS**

None.

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

- Basic knowledge of the methods, materials and equipment used in the maintenance or related construction and repair work of the Township's water distribution and sewer systems, including pressure reducing valves, SCADA and pumping facilities.
- Basic knowledge of the operational capabilities and requirements of a variety of automotive and power driven equipment.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret drawings and specifications.
- Mechanical aptitude.
- Ability to prepare and maintain accurate records and reports.
- Ability to work effectively and establish good working relationships with other employees.
- Ability to work effectively with the general public.
- Good traffic record.
- Meet the physical and mental requirements as established by a licensed physician and/or psychologist selected by Bloomfield Township.

**Classification Title: Water Maintenance Worker III**

**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.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
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
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
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.*

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

<b>Date created:</b>	12/1/20
<b>Dates revised:</b>	

## The Charter Township of Bloomfield, MI Job Description

<b>Classification Title</b>	Water Maintenance Worker II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	WS2

### GENERAL SUMMARY

Performs a variety of skilled labor work associated with the repair, construction, maintenance and operation of the townships water distribution and sewer systems. Perform heavy manual labor and work special hours as required.

This position works under the general supervision of the Maintenance Worker I, Crew Leader, Foreman, Superintendent or Director of Public Works. Supervision is exercised over Maintenance Worker III, and seasonal, temporary and part-time employees or others, including outside contractors, assigned to assist the Water & Sewer Department. May also supervise over other Maintenance Workers II as directed by the Foreman or Superintendent.

### 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.*

- Participate in the construction, maintenance and repairs of the Township's water distribution and sewer systems.
- Perform any of a variety of tasks involving physical strength and agility, such as meter reading, repair, replacement and installation; repair and clean sewers and manholes; repair and install service lines, hydrants, valves, and water mains; cut out and lay sod, trim trees and brush, mow grass, dig holes and trenches.
- Ability to engage in heavy manual labor for extended periods, in all types of weather and under various working conditions.
- Operate and maintain power driven equipment and tools.
- Service equipment and make minor repairs and adjustments.
- Operate equipment in a safe and efficient manner.
- Maintain proper safety procedures in all work operations.
- Complete daily timesheets.
- Plow and salt snow as necessary for the Road Department.
- Perform related work as assigned.
- Perform other essential tasks as identified by Bloomfield Township.
- Make inspections of maintenance, construction and repair projects in progress and upon their completion.
- Respond to routine citizen complaints.

## **Classification Title: Water Maintenance Worker II**

- Attend meetings and classes as identified by Bloomfield Township.
- Perform other duties as assigned by Bloomfield Township Administrators.

### **MINIMUM ENTRANCE QUALIFICATIONS**

#### **Education and Experience**

- High School diploma or G.E.D. equivalency
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### **Licenses or Certifications**

S-4 Water Distribution License, Michigan license, CDL with A and N

### **OTHER JOB REQUIREMENTS**

Will need to maintain S-4 License, related vehicle operating certificates as identified by Bloomfield Township.

Work special hours as required, including weekly rotating on-call assignments. May be called upon to plow, shovel and salt streets, parking lots and sidewalks.

### **PREFERRED QUALIFICATIONS**

None.

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

- Basic knowledge of the methods, materials and equipment used in the maintenance or related construction and repair work of the Township's water distribution and sewer systems, including pressure valves and pumping facilities.
- Basic knowledge of the operational capabilities and requirements of a variety of automotive and power driven equipment.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret drawings and specifications.
- Mechanical aptitude.
- Ability to prepare and maintain accurate records and reports.
- Ability to work effectively and establish good working relationships with other employees.
- Ability to work effectively with the general public.
- Good traffic record.
- Meet the physical and mental requirements as established by a licensed physician and/or psychologist selected by Bloomfield Township.

## Classification Title: Water Maintenance Worker II

### 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.*

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

<b>Date created:</b>	12/1/20
<b>Dates revised:</b>	