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DEPARTMENT OF PUBLIC WORKS
Justin Westlake
Director
Derek Diederich
Administrative Superintendent
Frank Fisher
Engineering Superintendent
Scott McGrady
DPW Superintendent
Derek Vandam
DPW Superintendent

DATE: October 5, 2021
TO: Honorable Charter Township of Waterford Trustees
FROM: Justin Westlake; DPW Director 
RE: DPW Water Supply Coordinator Position and Internal Promotion Request

The Waterford Township DPW is requesting Board approval to create a new position within our department to oversee and coordinate the Water Supply Department. Waterford is unique insofar as we pump and treat our own water rather than buying it wholesale. The regulations and sampling involved with running these operations has changed dramatically in the last 20 years. The water crisis in Flint has changed the way we run our operations because the water sampling and regulatory compliance have become more onerous. Lead and copper sampling will only continue to become more of a burden, along with PFAS (man-made chemicals) sampling that will also become more prevalent in Michigan as time goes on. The water we distribute through our system is one of the most important services we provide the citizens of Waterford. We would like to make sure we can continue to provide this service for them for years to come; therefore, we are requesting your approval to adjust the structure of our organization to meet the needs of providing this service.

We are fortunate to have an operator in house that is qualified to take on this position. The Michigan Department of Environment, Great Lakes and Energy (EGLE) mandates that a D-1 operator oversee the operations of a water supply that is the size of Waterford's and do the reporting to the State of Michigan. Gerald Ward has been working to run our system for several years as the Foreman of the Water Supply Department and he has had his D-1 license during his tenure in that position. Mr. Ward has taken ownership of this department and has put our water supply and the citizens of Waterford as his priority by coming in at any day or hour to handle issues that have come up.

I recommend the Board approve the creation of this new position and approve the internal promotion of Mr. Gerald Ward to the position of Water Supply Coordinator / EGLE Liaison.

Mr. Ward would become a member of the Management and Administrative Group at Grade 7, Step 2 with a step increase every 6 months until step 5 is reached.

Requested Board Action	
Approve the creation of the Water Supply Coordinator/EGLE Liaison position and approve the internal promotion of Gerald Ward to the position.	

Cc: Gary Wall, Township Supervisor
Mark Simlar, HR Director

With us there are no boundaries



Charter Township of Waterford
Job Description

INTERNAL POSTING

Water Supply Coordinator / EGLE Liaison

Department: Public Works
Supervised By: Director of Public Works, or Designee
Supervises: All Water Supply Branch Personnel
FLSA: Exempt
Grade: 7

General Summary

The Water Supply Coordinator, is responsible for the operations of the water supply branch and branch personnel in the operation and maintenance of water wells, pumps, buildings, water tanks, treatment processes and all equipment necessary for supplying water to the Township's municipal system. This position, also oversees projects, reporting, and employee training related to the water supply branch. Performs operational analysis and process management improvements. Responsible for maintaining a productive relationship with EGLE and keeping Waterford in compliance with regulations as they relate to the water supply, as well as keeping their superiors abreast of communications with EGLE and other key stakeholders

Essential Job Functions

An employee in this position may be called upon to do any or all the following functions. These examples do not include all of the duties which the employee may be expected to perform to perform this job successfully. An individual must be able to perform each essential function satisfactorily.

1. Oversees operations and training of branch personnel in the inspecting, cleaning, maintaining, constructing, and repairing water treatment, water wells and related systems utilizing a variety of equipment.
2. Oversees operations and training of others regarding the performance of daily service and maintenance which may include, but not be limited to:
 - a. Wells and pumps.
 - b. Water treatment.
 - c. Water Treatment Filters.
 - d. Controls and instrumentation.
 - e. Telemetry - SCADA
 - f. Buildings and structures.
 - g. Elevated and ground level tanks and storage facilities.
 - h. Keeping records/checklists of employee on-site training and develop self-improvement plans as needed.
3. Compiles and submits monthly and periodic reports related to water supply activities including valve and hydrant maintenance programs. Receives reports and documentation from subordinate personnel and reviews them for completeness and accuracy.
4. Responsible for the accurate and timely completion of the DPW's Monthly Operating Report (MOR) and submits to the Department of Environment, Great Lakes & Energy (EGLE) as required. Also, works with staff to complete the Annual Water Quality Report.
5. Responsible for all water sampling as required by the EGLE or other government agencies.
6. Oversees operations and training of branch personnel regarding the operation and maintenance of telemetering system and electrical devices to monitor pressure points.
7. Plans and oversees the annual hydrant flushing program.

8. Oversees operations and training of branch personnel regarding station inspections, recording instrument readings and making major and minor adjustments to equipment by means of manual, mechanical, electrical, and computerized methods.
9. Oversees operations and training of branch personnel on the dismantling, cleaning, and reassembling of water pumps and related equipment.
10. Compiles data and completes a variety of reports using both manual and computerized spreadsheets and databases. Researches and makes recommendations to the DPW Superintendent(s) and the Department Director on ways to gather data, improve existing reports or initiate new reports and improve or modify system operations.
11. Oversees operations and training of branch personnel charged with maintaining chemical feed equipment and related control equipment and ensures an adequate supply of materials needed for this operation are always maintained.
12. Oversees operations and training of branch personnel who provide a full array of customer service work and responds to various customer calls regarding water quality problems.
13. Oversees operations and training of branch personnel who perform a full range of water and operational analyses. Make improvements to operational processes as needed.
14. Maintains accurate, legible, and timely records of work performed by subordinate personnel. Reviews records completed by subordinate personnel for accuracy before submitting to the State and/or our database
15. Oversees scheduled work, approves and/or disapproves leave requests and oversees training of Water Supply Branch personnel. Manages inappropriate conduct, actions and work performance and remedies the situations accordingly. Works with subordinate personnel to make sure they receive adequate training for all phases of their duties and responsibilities and to ensure they obtain and maintain their operational licenses.
16. Prepares and submits Branch's yearly budget requirements. Periodically reviews Branch's cost expenditures to insure they are within program budget. Is responsible for overseeing purchasing parts and supplies used by the Branch and ensures that proper procedures are followed on purchases. Takes appropriate action to control costs when they begin to or have exceeded budget allocations.
17. Must create, maintain, and manage a viable training system to ensure all branch personnel know how to maintain and operate all aspects of Waterford's water supply system and reporting.
18. Responsible for keeping up to date on EGLE regulations and reporting requirements as they apply to the water supply and making sure Waterford's water supply complies.
19. Helps maintain a comprehensive list of all capital repairs and helps build a capital planning document for upcoming budget years.
20. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Must be a high school graduate or equivalent.
2. Must have a D-1 Michigan Department of Natural Resource and Environment License at the time of appointment and maintain the D-1 License while in this position. Must have at least 5-years time in grade as a water treatment supply foreman.

3. Knowledge of advanced water treatment system operations, services, activities, and maintenance programs.
4. Knowledge of advanced methods and techniques of recording instrument readings and related measuring devices.
5. Ability to understand and repair instrumentation used in telemetry systems.
6. Knowledge of the hydraulic effects upon the complete water system as it relates to programming the telemetry system.
7. Demonstrated and proven ability to operate computers, their operating systems, and a wide variety of advanced operational and related software programs, including SCADA.
8. Knowledge of treatment system maintenance equipment and tools.
9. Knowledge of potential occupational hazards and standard safety practices.
10. Knowledge of all applicable codes, regulations, policies, and procedures.
11. Must have a valid Michigan's Drivers License and be able to meet the Township's driving standards.
12. Ability to establish and maintain effective relationships with those contacted in the course of work and ability to lead lower graded personnel in routine and complicated work assignments.
13. Ability to communicate accurately, clearly, and concisely in writing, orally and electronically, in the English language.
14. Ability to read, interpret and understand more advanced levels of technical information including maps and engineering and technical drawings and ability to train subordinate personnel in these respective areas.
15. Advanced mathematical calculations skills.
16. Able to independently delegate established work routines and schedules.
17. Must possess master level skill in the operation, repair, and maintenance of water treatment system.
18. Must possess advanced mechanical and electrical skills.
19. Ability to operate a variety of equipment including vehicles and system maintenance devices in a safe and effective manner.
20. Must possess journey level skill in facilities and grounds maintenance at treatment facilities.
21. Ability to understand advanced treatment systems construction, maintenance, and repair techniques.
22. Ability to lead and teach subordinate personnel in the performance of their water treatment duties and responsibilities.
23. Ability to establish and maintain effective relationships with those contacted in the course of work and ability to effectively teach and oversee subordinate personnel in routine and complicated work assignments.
24. Must be either the Operator in Charge or an Alternate Operator in Charge (At DPW Director's discretion) for Waterford Township recognized by EGLE while in this position. Failure to maintain/keep this status will be grounds for immediate demotion.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of

those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is typically in an office setting where they are regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. In the course of inspecting water facilities/tanks or projects, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste and smell. The employee must occasionally lift and/or move objects of moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic substances; high, precarious places; outside weather conditions; wet or humid conditions; vibration; and risk of electrical shock. The noise level in the work environment can range from quiet to loud.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Proposed Salary \$64,658 - \$74,588 + Benefits