

**LIVINGSTON COUNTY
JOB DESCRIPTION**

DRAIN MAINTENANCE WORKER III

Supervised By: Field Supervisor – Drain Commissioner
Supervises: No supervisory responsibility
Department: Drain Commissioner
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Field Supervisor – Drain Commissioner, this position is responsible for serving as the more senior worker in the overall maintenance of drain systems, installation of catch basins, removal of trees, cleaning of open drainage ditches by removing brush and other debris, and cleaning and maintaining of tile drains. Responsible for the lead maintenance of all necessary equipment.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential 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. Serves as the more senior drain maintenance worker with responsibility for the more complex aspects of the maintenance assignment in regard to project leadership.
2. Operates various equipment and vehicles to clear and/or clean easements, streams, and rivers of obstructions and debris.
3. Repairs or replaces old or damaged equipment or drainage infrastructure and installs new drainage.
4. Performs maintenance on assigned equipment and vehicles. Serves as the lead person for this responsibility, assuring proper maintenance and minor repair.
5. Maintains and records mileage, job type, and work performed for work orders.
6. Performs post-closure landfill maintenance to include maintaining the methane system, cleaning sumps, and mowing grass.
7. Assists the sanitary crews on repairs and maintenance.
8. Assists with gathering data with GPS and vector operations.

9. Performs sewage pumping in residential areas and lift stations.
10. Maintains sewage pumping systems for residential homes.
11. Performs all 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.

Requirements include the following:

- High school diploma or GED and three years of progressively more responsible experience in performing construction and maintenance work in a public works or similar environment.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Hi-Lo certification and applicable OSHA certifications.
- Michigan Commercial Driver's License Class B with a tanker endorsement.
- Good working knowledge of the principles and practices of maintaining drainage systems.
- Considerable knowledge and skill in utilizing a variety of heavy equipment, power tools and vehicles, performing general and emergency maintenance and repairs, and maintaining accurate and detailed records.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and department-specific software.

- Skill in the use of GPS, underground cable locators, metal detectors, laser levels, confined space entry equipment, and gas monitors.
- Ability to respond to emergencies or service needs on a 24-hour basis.

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 frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc., and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee works near moving mechanical equipment. The noise level in the work environment is usually moderate but can frequently be loud.