

Bates Township Public Works Job Description

Duties Listed – But Not Limited to:

Must have good customer service skills and communication skills. A large part of the position is dealing with the Township Residents and the general public daily.

Hours:

Monday- Friday 7:00-3:30

Weekends as needed

Certifications:

L-1 Michigan Sewer Certification

S-4 Michigan Water Certification

Must have general computer skills. Must be knowledgeable in Outlook, Excel, Microsoft Word and State Portal software for water and sewer systems. General knowledge of typing, scanning, email.

Water Department

Marking MISS DIGS

Maintain Township Equipment

Maintain Supply Inventory

Daily Check of 2 Pumphouses & Record Totals

Monitor Water system for leaks and take steps to repair in a timely manner

Fire Hydrants – Annual Inspection & Flushing to insure proper operation

Follow State & Federal guidelines of the Federal Safe Drinking Water Act.

Monthly Bac T Samples

Annual Water Monitoring Schedule

Complete Annual Consumer Confidence Report

Monthly Water Meter Readings

Monthly – Submit report totals to the state.

Attend Continuing Education to maintain license certifications. (License renewal every 3 years)

Authorize “let runs” to prevent water freezing in the fall / Shut them off in the spring

Sewer Department

Daily Lift Station Inspections Total 12

Address any problems that arise as needed

Schedule maintenance of lift stations

Annual Lift Station Cleaning

Sewer line jetting as needed

Repair any infiltration problems as they arise

Maintain the Lagoon

Maintain Lagoon Site (Fencing, Lawn mowing, signage)

Transfer of Lagoon liquids as needed

Schedule Lagoon Cell sampling as required by State

Monthly reporting totals to State

Park

Maintain grounds at Park

Lawnmowing / Weed whipping / Tree Trimming

Maintain Beach

Install and Remove Boat Launch, Fishing Pier, Swim Raft and Swim Buoy's at beginning and end of seasons

Winterize campground, pavilion, showers.

Cemetery

Keep grounds groomed; grass cutting, weed whipping, stone leveling, empty garbage.

Turn water on/off seasonally

Tree limb trimming as needed.

Work with Funeral Homes and the public to perform burials.

Burials include digging the sites, obtaining the township's requirement of proper paperwork for the burial.

Opening/Closing of graves.

Maintain cemetery map of available and unavailable lots

Assist with traffic control for the Memorial Day Ceremony

Winter Snow Plowing

Lift Stations

Water tanks

Pumphouses

Township Hall/Shop Grounds

Township School

Rogers Location Alleyways

Keep Fire Hydrants shoveled out for the Fire Dept

West Iron County Fire Department Hall on a shared schedule with other Townships

Boat Launch at the Park

Summer Grass Cutting

Cemetery

Township Hall/Shop Grounds

Township School

Lift Stations

Park

Water Tanks

Pumphouses

Rogers Location Lots

Sunset Lake Rd @ US2 Intersection

Emily Lake Rd @ US2 Intersection

Bates Center

Must have general knowledge of Boiler Heat System