



## **Public Service Department Public Works Foreman**

### **Employer**

Charter Township of Union, Michigan

### **Closing Date**

May 19, 2025

### **Compensation**

Pay Scale: \$35.98/hour - \$39.58/hour (mid-point)

### **Work Hours**

Full-time: Monday – Friday 8:00 a.m. – 4:00 p.m., Weekends/Overtime as needed

### **Benefits**

MERS 401(a) Defined Contribution Retirement Plan, 457 Plan, BCBS Health Care, Dental, Life/LTD, Vision, Section 125 Flex Medical & Dependent Care Reimbursement, Paid Holidays, Paid Vacation, Sick & Personal Leave

### **Description**

The Charter Township of Union is seeking an energetic, and team-oriented individual to join its Public Services Department team as a full-time Public Works Foreman. This position is under the supervision of the Public Services Director. An individual in this position is responsible for the planning, assignment and supervision of employees performing work in connection with the water treatment plant, water distribution, sewage conveyance systems, parks, facilities maintenance, and equipment maintenance. Functions as a supervisor while assuring the adequacy of control processes, work quality and timely customer service.

### **Requirements**

Education equivalent to completion of twelfth (12th) grade supplemented by additional vocational training, experience, or formal education in construction management. Six or more years experience in water and sewer construction and maintenance work including experience as a crew leader. Possess a State of Michigan S-3 and D-3 water certifications. Thorough knowledge of the safety practices and procedures applied to utility maintenance and public works projects. Must possess a minimum of a Class B CDL with air brakes. Considerable knowledge of the tools, materials, and equipment used in the installation, maintenance, and repair of water and sewer lines and other related infrastructure. Skilled in the operation and maintenance of assigned vehicles, equipment, and tools. Ability to read maps and blueprints. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with contractors, other governmental agencies, industrial/commercial contacts, and the public. Skill in the use of office equipment and technology, including word processing and data management software and the ability to master new technologies (such as SCADA and GIS software). Ability to respond to emergency situations, 24 hours a day and 7 days a week. Valid driver's license and safe driving record required.

### **To Apply**

Submit completed application, cover letter, and resume to: Kim Smith, Public Services Director, Charter Township of Union, 5228 South Isabella Road, Mount Pleasant, MI 48858, or email [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com). Applications and position information can be found on the Township's website:

<http://www.uniontownshipmi.com/Departments/HumanResources/EmploymentOpportunities.aspx>

**"The Charter Township of Union is an equal opportunity provider, and employer."**

# **CHARTER TOWNSHIP OF UNION JOB DESCRIPTION**

## **PUBLIC WORKS FOREMAN**

**Supervised By:** Public Services Director

**Supervises:** Subordinate employees assigned to Public Works

**Position Status:** Regular, Full-Time

**FLSA Status:** Exempt

### **Position Summary:**

Under the direction of the Public Services Director, is responsible for the planning, assignment and supervision of employees performing work in connection with the water treatment plant, water distribution, sewage conveyance systems, parks, facilities maintenance, and equipment maintenance. Functions as a supervisor while assuring the adequacy of control processes, work quality and timely customer service.

### **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. Directs the daily activities of Public Works' field staff by preparing schedules, assigning and supervising work, and determining priorities. Establishes specific assignments and determines equipment requirements.
2. Plans, oversees and performs work related to meter installation and reading, water plant operation, distribution system maintenance and repair, sewer system and pumping/lift station maintenance, , grounds and facility maintenance and other tasks in support of the water, sewer systems, and parks.
3. Working in cooperation with the Public Services Director, prepares and administers the annual operating budget. Maintains and replenishes materials inventory.
4. Inspects water and sewer infrastructure, assesses condition and determines need for corrective action. Prioritizes projects and recommends best approach and methods for repair. Works with the Public Services Director on estimating capital needs, providing input as directed.
5. Tracks equipment and material use and maintains records on current and completed water/sewer projects. Coordinates equipment servicing and maintenance and performs repairs and preventive maintenance on equipment. Assists in specification of new

- equipment and assists in bid preparation.
6. Oversees the work of engineers and contractors working on or near the Township's infrastructure. Assures that all work conforms to applicable specifications and Township ordinances. Supervises employees involved in construction inspection.
  7. Performs troubleshooting and electrical repair and installation work on pump/lift stations and other Township facilities.
  8. Provides training, supervision and technical advice to Public Works employees. Instructs subordinate personnel on departmental policies and procedures, and monitors employee performance to ensure compliance.
  9. Inspects work sites and completed projects for safety and quality, and to ensure compliance with Township standards. Responds to complaints or inquiries from residents and businesses.
  10. Maintains records, compiles data and generates reports as required. Prepares status reports and special reports as requested. Maintains a detailed record keeping system according to established requirements.
  11. Works cooperatively with other governmental agencies to increase efficiency and eliminate duplication of efforts.
  12. Implements safety awareness programming in accordance with departmental policies and Township, state and federal guidelines. Instructs employees on safety standards, precautionary procedures, and departmental policies and procedures.
  13. Maintains a thorough knowledge of policies and procedures designed to prevent contamination from entering the water distribution system.
  14. Assists with estimating costs of water main and service installations, repairs, and maintenance jobs.
  15. Performs all the duties of subordinate employees.
  16. Responds to emergency calls on a twenty-four hour, seven days a week basis.
  17. Performs other duties as directed.

**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 with additional experience, vocational training or formal education in construction management.
- Six or more years of progressively more responsible experience in water and sewer construction and maintenance work including experience as a crew leader.
- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan S-3 and D-3 water certifications.
- Must possess a minimum of a Class B CDL with air brakes.
- Thorough knowledge of the safety practices and procedures applied to utility maintenance and general public works projects.
- Thorough knowledge of public works operations and policies and procedures – particularly those related to water and sewer utilities.
- Considerable knowledge of the tools, materials and equipment used in the installation, maintenance and repair of water and sewer lines and other related infrastructure.
- Skill in the operation and maintenance of assigned vehicles, equipment and tools.
- Skill in maintaining accurate records and preparing reports.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, employees, Township administration, project contractors, representatives of other governmental units, and professional contacts.
- Ability to communicate effectively verbally and in writing and to understand and carry out written and oral instruction.
- Ability to read maps and blue prints.
- Ability to respond to emergency situations, 24 hours a day and 7 days a week.
- Some skill in the use of office equipment and technology, including word processing and data management software and the ability to master the use of new technologies (such as SCADA and GIS software).
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public.

Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

**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 regularly required to communicate with others in person and by phone or radio, and travel to other locations. The employee's environment can range from the maintenance facility to strenuous job site situations. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertion associated with completing public works maintenance, repair and construction projects.

The employee is frequently required to use sight, physical strength and manual dexterity to complete projects, and may be frequently exposed to outside weather conditions, toxic or caustic chemicals, tools, machinery and vibration, and other physically demanding situations. The noise level in the work environment can range from quiet to very loud.

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*The Charter Township of Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*