

# *Charter Township of Alpena*

Alpena Twp. Civic Building  
4285 U.S. 23 North  
Alpena, MI 49707  
Telephone: (989) 356-0297

## JOB DESCRIPTION

### POSITION: **Alpena Township DPW Director**

#### BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for overseeing and supervision of the Department of Public Works employees. Responsible for performing diverse administrative and general office support for the Water Department and reports directly to the Board of Trustees and will follow out the directives from the Board and only the Board. Researches and responds to both routine and unique matters regarding a wide variety of matters of the DPW. Serves as Safety Director for the Water Department.

#### SPECIFIC DUTIES AND RESPONSIBILITIES:

The following list is an example of duties and responsibilities, but not necessarily all inclusive.

- Supervises work assigned to staff, inspects work in progress and completion, and oversees maintenance of appropriate department projects, maintenance performed and inventory of supplies and maintenance materials.
- Ensures proper equipment is available and used for the protection and safety of staff. Prepares written procedures for safe operation of department equipment. Prepares accident reports regarding property and equipment damage as well as personal injury incidents and provides records to the Township Clerk.
- Assists citizens and customers with contracts for water and sewer purchased from the Township. Assists customers with water quality issues, sewer issues, and billing issues.
- Orders supplies and equipment. Supervise operations, assign and responsibilities and duties to DPW staff, review biweekly time cards.
- Oversee and supervise all outside contractors.
- Perform other tasks and special projects as requested to facilitate effective operation of the department.
- Departmental budget preparation and monitoring.
- Oversee maintenance and projects on Township properties.
- Reporting and record keeping for all DEQ required reports.
- Preparation and management of water and sewer expansion projects at the direction of the Township Board.
- Provide the Township Board with a verbal or written monthly report.
- To oversee and be responsible for the water and sanitary system owned by Alpena Township.