



Department of Public Works

Memorandum

Bloomfield Township

To: All Interested Parties
From: Adam Roose, Public Works Manager
Subject: Job Posting – Public Works Assistant
Date: 9/16/2024
Cc: Noah Mehalski, Paul Horen, File

The Department of Public Works is seeking to fill two vacant positions for Public Works Assistant by accepting applications from qualified candidates. This full-time position will include the Township's standard benefits package for newly hired employees and a starting range of \$41,064.91-\$54,615.88 based on experience and qualifications. Attached is a copy of the current Public Works Assistant Job Classification and position requirements.

Interested parties should provide a Township job application, resume and cover letter to Adam Roose, Public Works Manager (aroose@bloomfieldtp.org). This job posting will stay open for 2 weeks from the date posted.

Please feel free to contact me with any questions.

Thank you,

Adam Roose
Public Works Manager

Date Posted: ____9-16-24____

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Public Works Assistant
Job Code	
FLSA Status	Non-Exempt
Pay Grade	105

GENERAL SUMMARY

Performs a variety of tasks involved in the daily office operations of the Road, Water, Motor Pool and Maintenance Divisions. Responds to inquiries, requests and complaints regarding water, sewer, road maintenance and trash removal. Ensures water billing is complete, accurate and timely. Records and monitors sale and inventory of water meters and water department services. Maintains confidentiality and exercises judgment within the departmental guidelines. Works with some independence and minimal supervision as required.

Work is performed under the general supervision of the Public Works Manager and/or the Director of Public Works.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs customer service duties for the Public Works department, answering questions and inquiries for work requests, scheduling appointments and coordinating the work of a field crew
- Performs administrative tasks and maintains office operations, maintaining records, tracking water meter sales and inventory, and ensuring billing information is accurate, timely, and complete
- Responsible for managing the water billing process, auditing accounts for outstanding payments and liabilities, preparing and unloading meter readings, and preparing pre and post billing reports
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High School diploma or G.E.D. equivalency
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

None.

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

- Knowledge of English grammar, spelling, punctuation, and proper phone etiquette
- Experience with modern office procedures, methods and computer equipment
- Understanding of relevant Bloomfield Township policies and procedures
- Considerable knowledge of the methods related to clerical work
- Proficiency in all Microsoft Office programs (Word, Excel, PowerPoint, Access, Outlook)
- Ability to work effectively and establish good working relationships with other Township departments and personnel
- Ability to organize and maintain files
- Ability to prepare and maintain accurate records and reports
- Capable of prioritizing workloads and following through with all given tasks
- Ability to work effectively with the general public
- Possess a valid Michigan driver's license and good driving record
- Meet the physical and mental requirements as established by a licensed physician and/or psychologist selected by Bloomfield Township

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		

Classification Title: Public Works Assistant

Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Date created:	12/1/20
Dates revised:	