

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



<b>Job Title:</b>	<b>Public Works Director</b>
<b>Department:</b>	<b>Public Works</b>
<b>Reports to:</b>	Executive Director Unit II
<b>Salary Range:</b>	75,397 to \$113,095 Annually
<b>Status:</b>	Exempt
<b>Level:</b>	E83
<b>Opens:</b>	<b>December 09, 2024</b>
<b>Closes:</b>	<b>December 23, 2024</b>

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**SUMMARY:** The Public works Director primarily oversees and participates in the Water and Wastewater treatment operations. Oversight of all staff as well as contractors engaged in the operation and maintenance of our Water and Sewer facilities. The position is responsible for their budgets and for establishing systems, processes and policies necessary to implement the Department of Public Works Statute. The position will work in conjunction with other departments and entities to plan, administer and manage the telecommunications, utility, maintenance of roads and transportation for the Little Traverse Bay Bands of Odawa Indians.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises Water & Wastewater Operations employees and contractors in the repair and maintenance of equipment; assigns and inspects completed work and work in progress and approves all completed work.
- Develop departmental work plans including goals, objectives, timelines and evaluation processes for Water and Wastewater staff & operations.
- Works with other departments already engaged in Department of Public Works Statute activities and assist where needed.
- Prepare and present annual department budgets.
- Ensure department compliance with budgets and all grants and contract agreements.
- Seek outside funds and approve all funding requests from the departmental programs.
- Coordinate daily schedules and supervise departmental weekly staff work schedules.
- Develop monthly reports for the Unit Director as required to assure plant operation is documented and historical operation data is preserved, all reports and testing results sent to and received from outside agencies are to be included. Reports are designed to be inclusive of all key components of the WWTP.
- Maintains records and test reports for monitoring well(s).
- Collects and preserves water samples in accordance with the Safe Drinking Water Act. Responsible for maintaining collection schedules, completing required paper work, and reporting sample results to the appropriate agency for contaminants such as but not limited to: IOCs, VOCs, SOCs, lead & copper, nitrates, nitrites, asbestos, dioxin and bacteria.
- Operates and maintains domestic fresh water systems, wells, pumps, water tower, distribution systems, and maintains systems to industry standards.
- Provides oversight for the storm water retention system and recommendations for the maintenance and repair of such facilities.

- Operates and maintains off site sewage lift stations, water and sewage conveyances, related support equipment.
- Operates and maintains LTBB's dispersed public drinking water systems and septic systems. Either with staff or contract operations.
- Operates, maintains and repairs equipment commonly found in a mechanical wastewater treatment plant such as pumps, preliminary and primary treatment systems, clarifiers, blowers, disinfection equipment, valves, piping and distribution systems, secondary treatment systems and solids processing equipment.
- Collects and preserves samples following established procedures and performs routine laboratory analysis and process control tests on wastewater, sludge and biosolids such as:
- BOD, TSS, DO, pH, volatile acids, alkalinity, settability, microbiological examination and identification, and others as required to monitor and maintain water quality standards.
- Accurately observes, calculates and interprets results of laboratory and process control tests and takes corrective action to ensure compliance with established water quality standards and any applicable permits.
- Accurately reads and records information from various gauges and meters associated with the water system and the wastewater treatment plant. Prepares and maintains accurate records.
- Monitors, troubleshoots and diagnoses equipment for proper operation and malfunctions. Takes remedial and corrective action when appropriate and uses a computer to initiate and track work orders.
- Performs routine maintenance on plant equipment using and operating a variety of shop equipment. Assists the maintenance staff with preventative and corrective maintenance as assigned.
- Trains and provides general direction as needed to maintenance staff assigned to Water & Wastewater treatment.
- Cleans tanks, aeration basins and industrial buildings.
- Observes areas for safety, and ensures that all potential hazards are fixed.
- Makes recommendations to hire, terminate, demote, transfer, provide training opportunities, recommends merit increases, evaluates performance, creates and adjusts performance standards.
- Attends meetings and/or training sessions.
- Stay abreast of federal/state policies, laws and statutes that may affect the Little Traverse Bay Bands of Odawa Indians.
- Advance the mission of the department and the goals and objectives outlined in the departmental strategic plan.
- Develop procedures and policies for the department.
- Represent the Tribe at DPW related meetings and boards with Tribal, state, federal, international and other agencies, organizations, commissions, and workgroups as assigned.
- Performs all other duties as assigned

**EDUCATION AND EXPERIENCE:**

Bachelor's degree (B.S.) in Natural Resources or related field, five years related experience in the operation and management of a public utility, and at least 3 years of experience supervising staff required. Budget development and management experience required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess a valid driver's license, have reliable transportation and be insurable by the Tribe's insurance carrier during duration of employment.
- Water and/or Wastewater treatment previous or current certifications S2, F3 or Class C. One of these is required
- Storm Water industrial site certification required within 6 months.

**COMMENTS:** Indian preference will apply.