

## **Deputy Drain Commissioner**

**Job Posting Date:** October 4, 2018

**Application Deadline:** November 2, 2018

**Location:** County of Monroe, Michigan

### **Agency Profile:**

The Drain Commissioner's Office is established by Act No. 40 of 1956. The Act allows landowners to petition for establishment of a special assessment district, called a Drainage District and for construction of drainage improvement or flood control projects. The Monroe County Drain Commissioner is the manager for over 1100 dedicated county drains. All of these drains have a watershed. The watershed is the benefiting area from our legal history and all drain work is done by special assessment paid for by the property in that watershed.

### **Summary:**

Under the supervision of the Drain Commissioner, serves as deputy for that official and assists in the supervision of employees under the Drain Commissioner. Oversees the planning and operation of drain projects/maintenance and the enforcement of all relevant laws and regulations under Act 40 of the Public Acts of 1956.

### **Employment Qualifications:**

**Education:** Bachelor's degree in environmental science or engineering or equivalent work experience and education.

**Experience:** Four years of experience in design, survey, construction and inspection of engineering projects related to drainage matters including two years in a supervisory position or four years of experience in administering the Drain Code, Act 40 of the Public Acts of 1956.

### **Other Requirements:**

- Valid Driver's License

### *Knowledge of:*

- BS&A programs including Drain Assessment, Equalizer, and Drain Ledger.
- Microsoft Word & Microsoft Excel
- Experience with grants.
- Right-of-Way (ROW) permits, culvert permits, ROW variance requests and drain relocations.
- Monroe County drainage and chapter 20 drainage districts.
- State of Michigan Drain Code, P.A. 40 of 1956, as amended.

### *Skills in:*

- Interviewing potential new employees to determine their ability to perform the job functions.
- Manage and oversee employees, including training, assigning functions and scheduling duties.
- Selecting, assigning, awarding and inspection of drain projects in regards to engineering firms.

- Inspecting drains to determine the scope of maintenance work involved.
- Surveying drains, culverts, checking grade of elevation.

*Ability to:*

- Attend meetings regarding drainage issues with state and local officials.
- Attend meetings of the South County Water Board.
- Attend Board of Determination meetings.
- Respond to drain complaints.
- Communicate with Monroe County residents in resolving drain complaints.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Demands**

- Walking over uneven terrain to inspect drain maintenance and construction projects.
- Climbing up and down excavated trenches.
- Stoops, kneels and crouches to inspect drains.
- Speech sufficient to communicate in person and over the phone.
- Hearing and vision to read printed materials as well as a computer screen.

**Compensation:**

Starting salary \$47,424.00 – \$59,238.40 annually depending on qualifications, plus fringe benefits

**How to apply:**

An updated resume, copy of transcripts and completed application are required. Apply to [Meagan\\_russell@monroemi.org](mailto:Meagan_russell@monroemi.org) or County of Monroe Human Resource Department, 125 E. Second Street, Monroe, MI 48161.

**All applications must be received by November 2, 2018 in order to be considered.**