

# Deputy Drain Development Coordinator



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

B31

### Bargaining Unit

Non-bargaining

### Reports to

Chief Deputy Drain Commissioner

### Supervises

Deputy Drain Maintenance Specialist and  
Drain Maintenance Technician

### Position Category

Supervisor

### Summary

This position coordinates services required for the development, construction, expansion, maintenance, and alteration of County drainage infrastructure. Administers and supervises the drain maintenance program in conformance with the Michigan Drain Code, including the maintenance staff. In the absence of the Drain Commissioner and Chief Deputy, acts on behalf of the Drain Commissioner.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Secure the services of consulting engineers to conduct review of subdivision plats and all other private and public land developments which impact established county or intercounty drains under the jurisdiction of the Drain Commissioner, or for which the Drain Commissioner provides support to, other agencies and site plan review support for local units of government as approved by EGLE. Coordination of the reviews with attorneys and engineers include general developments, mobile home parks, site condominiums, and subdivision development.
2. Review and track progress and remuneration.
3. Coordinate connection agreements and permitting for utility encroachment.
4. Supervises and coordinates maintenance of county drains with a variety of work crews.
5. Inspects county drains noting needed repairs. Inspects drain repairs and construction work ensuring that slope and depth are in compliance with standards and specifications. Inspects project upon completion.

6. Assists individuals, on the telephone and in person, with inquiries and complaints regarding county drains. Analyzes the problem and notifies the appropriate contractor and utilities, if necessary.
7. Prepare the annual budget for the Drain Equipment Revolving Fund. Coordinates the capital purchases of vehicles, equipment and their maintenance.
8. Prequalify or bid and assign maintenance contractors according to policy. Ensure the maintenance is performed correctly, to our specifications, and in accordance with EGLE and Soil Erosion Sediment Control Standards.
9. Review proposed bids and plans for completion, fees, legal agreements and easements. Corresponds with citizens and utility employees for the authorization and remuneration of connections and crossings.
10. Supervises the drain maintenance staff and trains, assigns work, schedules, and reviews and evaluates their performance.
11. Attend work-related seminars, training opportunities and continuing education.
12. Attends meetings of varying nature, at times making decisions in the absence of and on the behalf of the Drain Commissioner.
13. Annually reviews, updates, and coordinates with the Macatawa Area Coordinating Council on stormwater development standards under National Pollutant Discharge Elimination Systems and the Municipal Separate Storm Sewer System.
14. Monitor lake levels and coordinate with Engineer(s) to determine action to bring the lake level to normal level. Coordinates repairs or improvements necessary for maintenance of normal level as determined by Circuit Court.
15. Acts as the drone pilot for the inspection of Allegan County infrastructure under the jurisdiction of the Allegan County Drain Commissioner.
16. Other duties as assigned.

## Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## Supervisory Responsibility

This position does have direct supervisory responsibilities.

## **Work Environment**

This job operates in both a professional office environment and outdoor locations to conduct fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Regularly exposed to outdoor weather conditions.

## **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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This role requires an employee to conduct fieldwork both within and outside the county in relation to intercounty drains and be exposed to both the elements and uneven terrain.

## **Travel**

Travel is required to inspect drainage systems and attend meetings and trainings.

## **Required Education and Experience**

1. Bachelor's Degree in Engineering, Operations Management, Business Administration or Public Administration and two (2) years of drain maintenance experience or an Associate's Degree in Engineering, Operations Management, Business Administration or Public Administration with six (6) years of drain maintenance experience.
2. Must be a licensed Storm Water Operator and SESC inspector.
3. Must be a licensed Pesticide Applicator.

## **Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_