



Department of Public Works

Memorandum

Bloomfield Township

To: All Interested Parties

From: Paul Horen, Public Works Superintendent

Date: 6/16/2025

Subject: Job Posting – Water Maintenance Worker III

Cc: Mike McCready, Jason Theis, Noah Mehalski, Adam Roose, Department Heads,
Elizabeth Parrott, File

The Department of Public Works – Water & Sewer Department is seeking to fill one vacant position for a Water Maintenance Worker III 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 wage of \$52,553.13 (25.26 per hour) plus overtime opportunities. Attached please find a copy of the current Water Maintenance Worker III Job Classification and position requirements.

Interested parties should email a Township job application and resume to Paul Horen Superintendent of Public Works (phoren@bloomfieldtwp.org). You can find the job application on the Bloomfield Township website: <https://www.bloomfieldtwp.org/Government/Employment-Opportunities.aspx>

This job posting will stay open for 2 weeks from the date posted.

Please feel free to contact me with any questions.

Thank you,

Paul Horen
Superintendent of Public Works

Date Posted: 6/18/2025

The Charter Township of Bloomfield, MI Job Description

Classification Title	Water Maintenance Worker III
Job Code	
FLSA Status	Non-Exempt
Pay Grade	WS1

GENERAL SUMMARY

Performs a variety of skilled labor work associated with the repair, construction, maintenance and operation of the townships water distribution and sewer systems. Perform heavy manual labor and work special hours as required.

This position works under the general supervision of the Maintenance Worker II, Crew Leader, Foreman, Superintendent or Director of Public Works. Supervision is exercised over seasonal, temporary and part-time employees or others, including outside contractors, assigned to assist the Water & Sewer Department. May also supervise over other Maintenance Workers III as directed by the Foreman or Superintendent.

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.

- Participate in the construction, maintenance and repairs of the Township's water distribution and sewer systems.
- Perform any of a variety of tasks involving physical strength and agility, such as meter reading, repair, meter replacement and installation; repair and clean sewers and manholes; repair and install service lines, hydrants, valves, and water mains; cut out and lay sod, trim trees and brush, mow grass, dig holes and trenches.
- Ability to engage in heavy manual labor for extended periods, in all types of weather and under various working conditions and environments.
- Operate and maintain power driven equipment and tools.
- Service equipment and make minor repairs and adjustments.
- Operate equipment in a safe and efficient manner.
- Maintain proper safety procedures in all work operations.
- Complete daily time sheets and departmental forms as required.
- Plow and salt snow as necessary for the Road Division.
- Perform related work as assigned.
- Perform other essential tasks as identified by Bloomfield Township.
- Make inspections of maintenance, construction and repair projects in progress and upon their completion.
- Respond to routine citizen complaints.

Classification Title: Water Maintenance Worker III

- Attend meetings and classes as identified by Bloomfield Township.
- Perform other duties as assigned by Bloomfield Township Administrators.

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

Michigan license, CDL with A and N

OTHER JOB REQUIREMENTS

Must obtain and maintain a minimum of a S-4 distribution license within two years of appointment as well as any other related vehicle operating certificates as identified by Bloomfield Township.

Work special hours as required, including weekly rotating on-call assignments. May be called upon to plow, shovel and salt streets, parking lots and sidewalks.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

- Basic knowledge of the methods, materials and equipment used in the maintenance or related construction and repair work of the Township's water distribution and sewer systems, including pressure reducing valves, SCADA and pumping facilities.
- Basic knowledge of the operational capabilities and requirements of a variety of automotive and power driven equipment.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret drawings and specifications.
- Mechanical aptitude.
- Ability to prepare and maintain accurate records and reports.
- Ability to work effectively and establish good working relationships with other employees.
- Ability to work effectively with the general public.
- Good traffic 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
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.

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date created:	12/1/20
Dates revised:	