

# CITY OF MUSKEGON

## CIVIL SERVICE COMMISSION

### MEETING

**March 11, 2026 @ 4:00 PM**

**CONFERENCE ROOM 103**

**933 TERRACE STREET, MUSKEGON, MI 49440**

**CALL TO ORDER:**

**APPROVAL OF MINUTES:**

I. Approval of minutes Civil Service

## **AGENDA**

I. Review & approve job descriptions from Public Works. Civil Service

**INFORMATION ITEMS:**

**OLD BUSINESS:**

**OTHER BUSINESS:**

**PUBLIC COMMENT:**

**ADJOURNMENT:**

### **AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: [www.shorelinecity.com](http://www.shorelinecity.com)

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by

writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.  
[clerk@shorelinecity.com](mailto:clerk@shorelinecity.com)



## Agenda Item Review Form

### Muskegon Civil Service Commission

<b>Commission Meeting Date:</b> March 11, 2026	<b>Title:</b> Approval of minutes
<b>Submitted by:</b> Melissa Clark, HR Director	<b>Department:</b> Civil Service
<b>Brief Summary:</b> Approval of the minutes from the regular meeting held on January 14, 2026, Civil Service Commission meeting.	
<b>Recommended Motion:</b> Approve the minutes.	

MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS  
Meeting Minutes

Wednesday, January 14, 2026  
4:00 P.M.

\*\*\*\*\*

**I. CALL TO ORDER**

Present: Commissioner Johnny Brown, Commissioner Georgia Moss, Sara Hough-Human Resource Director (County); Dwana Thompson-Director of EEO & Employee Relations; and, Melissa Clark-Human Resource Manager (County). Absent-Excused: Commissioner Lou LaBelle.

The Civil Service Commission Meeting was called to order by Commissioner Brown at 4:01 PM.

**II. MINUTES**

Motion was made by Commissioner Moss and seconded by Commissioner Brown to approve the regular meeting minutes from August 13, 2025.

**Motion Carried.**

**III. ACTION AGENDA**

**A. Review and Approval of 2025 Civil Service Commissioner Attendance**

The 2025 Attendance Roster for the Civil Service Commission was presented by Melissa Clark. A brief discussion ensued about the meaning of 'unexcused' in the roster. A motion was made by Commissioner Moss to approve and accept the roster; Commissioner Brown seconded.

**Motion Carried.**

**B. Review and Approval of 2026 Civil Service Commission Meeting Schedule**

The 2026 schedule was presented by Ms. Clark. Commissioner Moss made a motion to accept the schedule as presented and Commissioner Brown seconded.

**Motion Carried.**

**IV. INFORMATION ITEMS**

There were no information items.

**V. OLD BUSINESS**

There was no old business.

**VI. OTHER BUSINESS**

There was no other business.

**VII. PUBLIC COMMENT**

There was no public comment.

**VIII. ADJOURNMENT**

Meeting adjourned at 4:10 PM.



## Agenda Item Review Form

### Muskegon Civil Service Commission

<b>Commission Meeting Date:</b> March 11, 2026	<b>Title:</b> Review & approve job descriptions from Public Works.
<b>Submitted by:</b> Melissa Clark, HR Director	<b>Department:</b> Civil Service
<b>Brief Summary:</b> Review and approval of job description edits/updates from Public Works.	
<b>Recommended Motion:</b> To approve the job description edits/updates as presented.	



## Department of Public Works Equipment Operator

**Department:** Highway  
**FLSA Status:** Non-Exempt  
**Grade/Level:** Union 517M Unit 2

**Job Status:** Full Time  
**Reports To:** Highway Supervisor

### POSITION SUMMARY

Under the supervision of a Public Works Supervisor in the Highway ~~Division~~Department, operates various types of equipment owned by the City in a safe and efficient manner on construction, repair, and maintenance projects.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Drive trucks and equipment in construction, repair and maintenance projects such as dump trucks, vactors, catch basin cleaners, front-end loaders, chippers, snowplows, bulldozers, graders, heavy rollers, etc., in a safe and efficient manner.
- Dumps, spreads, and tamps asphalt, using various equipment to repair pavement.
- Hauls and spreads sand, gravel slag, and, asphalt, etc., to repair road surfaces.
- Clean and clear debris from culverts, catch basins, drop inlets, ditches, and other drain structures.
- Perform roadside/alley work, such as clearing weeds and brush, and planting and trimming trees.
- Place and remove snow fences used to prevent the accumulation of drifting snow/sand.
- Grade streets, alleys, and shoulders.
- Repair streets/alleys with concrete/asphalt, etc.
- Removes trees and brush and cut weeds.

- Performs snow removal and sanding operation.
- Builds, cleans, and repairs storm sewers.
- Loads and unloads vehicles with a variety of materials, equipment, or tools to be used for street repair work.
- Performs routine maintenance on equipment and makes minor mechanical repairs on equipment.
- Performs equipment operator tasks such as digging ditches and catch basins, scarifying and blading blacktop, grading sub-bases, plowing and loading ice and snow, reshaping secondary roads, moving or compacting refuse, and also general labor duties related to such.
- Reports on time slip each job worked and the equipment and materials used.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness – Ability to identify and correct conditions that affect employee safety.

## KNOWLEDGE, SKILLS & ABILITIES

### Knowledge

**Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local and state security operations for the protection of people, property and institutions.

**Mechanical** - Knowledge of machines and tools, including their designs, uses, repair and maintenance. **Building and Construction** - Knowledge of materials, methods, and the tools involved in the construction or repair of other structures such as highways and roads.

**Transportation** - Knowledge of principles and methods for moving people or goods including the relative costs and benefits.

### SKILLS

**Analytical Skills** - Ability to use thinking and reasoning to solve a problem.

**Equipment Maintenance** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Equipment Selection** - Determining the kind of tools and equipment needed to do a job.

**Coordination** - Adjusting actions in relation to others' actions.

**Speaking** - Talking to others to convey information effectively.

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** - Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

## **ABILITIES**

**Multi-limb Coordination** - The ability to coordinate two or more limbs (for example, two arms, one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

**Static Strength** - The ability to exert maximum muscle force to lift, push, pull or carry objects.

**Depth Perception** - The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.

**Manual Dexterity** - The ability to quickly move you hand, you hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

**Near Vision** - The ability to see details at close range (within a few feet of the observer).

**Far Vision** - The ability to see details at a distance.

**Speech Recognition** - The ability to identify and understand the speech of another person.

**Control Precision** - The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

**Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Education:** High School Graduate or General Education Degree (GED)

**Experience:** One to three years related experience

## **Computer Skills**

## **Certificates & Licenses**

The ability to obtain a State of Michigan Commercial Driver’s License (CDL) Group A within the probationary period, and the appropriate endorsement(s). Must have a satisfactory driving record, and the ability to maintain one throughout employment.~~Possession of a valid Commercial Driver's License (CDL) Type A with air brakes and tank endorsements.~~

**Other Requirements**

Must be willing to be on-call and able to work overtime during all types of emergencies. Must be 18 years of age or older, authorized to work in the U.S., and be able to satisfactorily pass background and pre-employment exams.

**PHYSICAL DEMANDS**

<b>Physical Demands</b>		<b>Lift/Carry</b>	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)
<b>N (Not Applicable)</b>	Activity is not applicable to this occupation.		
<b>O (Occasionally)</b>	Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)		
<b>F (Frequently)</b>	Occupation requires this activity from 33% - 66% of the time (2.5-5.5+ hrs/day)		
<b>C (Constantly)</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

**Other Physical Requirements**

- Vision (Near, Distance, Peripheral, Depth Perception)
- Sense of Sound (Within normal limits)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Safety glasses, goggles, gloves; as required.)

**WORK ENVIRONMENT**

The work environment includes working in- and out-of-doors, in any type of weather including rain, sleet, snow, sun, heat, and cold for extended periods of time.

Prepared by: \_\_\_\_\_  
\_\_\_\_\_

Date:

Supervisor Approval Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

Department Head Approval: \_\_\_\_\_  
\_\_\_\_\_

Date:

Division Head Approval: \_\_\_\_\_  
\_\_\_\_\_

Date:

Union President Approval: \_\_\_\_\_  
\_\_\_\_\_

Date:

Employee Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

**CITY OF MUSKEGON  
JOB DESCRIPTION**

**WATER & SEWER MAINTENANCE WORKER**

**Supervised By:** Public Utilities Supervisor  
**Supervises:** No supervisory responsibility

**Position Summary:**

Under the direction of the Public Utilities Supervisor, performs manual labor and operates equipment to install, maintain, and repair water and sewer mains, make water and sewer taps, install and repair water meters, and clean and maintain lift stations and drainage systems.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Installs water and sewer mains, individual residential service lines, and related appurtenances including water storage tanks, lift stations, and water meters. Climbs and inspects water tanks for cleaning and repair as needed.
2. Maintains and repairs water valves and fire hydrants. Paints, replaces worn parts, and regularly inspects and maintains records to ensure proper operation.
3. Identifies, isolates, and assists in the repair of broken water or sewer mains, and repairs or replaces water services. Chlorinates and pressure tests all new and existing water mains.
4. Regularly checks sanitary sewer lift stations and performs related preventative maintenance. Checks pumps and other related equipment malfunctions, and makes adjustments, replaces, and repairs parts as necessary.
5. Operates vehicles and trucks of various sizes and weights including a full range of public utilities equipment such as sewer jet, mole, vactor truck, loader, blade truck, bucket truck, dump truck, and others.
6. Raises and lowers manholes, hydrants, and valve boxes. Performs manual labor such as digging and filling holes, shoveling, and thawing frozen water pipes and hydrants.
7. Reads water meters inside and outside buildings, records volume used, and inspects meters and connections. Responds to sewer backups, turns water on and off, and notifies customers when water and sewer services may be interrupted.
8. Loads and unloads vehicles with a variety of materials, equipment, or tools, hauls various types of materials such as sand, stone, and snow and spreads chemicals.
9. Completes timesheets and maintains daily work logs of projects completed and records the equipment, vehicles and materials used. Completes other paperwork as assigned.
10. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while

working in other dangerous situations.

11. Responds to public inquiries constructively, refers complaints or complex issues to assigned Supervisor and otherwise represents the department in a positive manner.
12. Performs the duties of other Public Utilities staff as operational needs demand and in response to emergencies.
13. Responds to public works emergency situations. May be required to work outside of normal business hours in the event of an emergency or during snow season.
14. Performs other related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- High school diploma or the equivalent with additional specialized training in construction management, public works, or related field.
- Previous experience in a public works or public utilities setting is highly preferred.
- The ability to obtain a State of Michigan Commercial Driver's License (CDL) within the probationary period, and the appropriate endorsement(s). Must have a satisfactory driving record, and the ability to maintain one throughout employment.
- ~~The ability to obtain the State of Michigan S-4 certification within the probationary period, and remain certified throughout employment.~~
- Knowledge of the methods and procedures associated with construction projects, water and sewer systems repair and maintenance, sanitation, storm water and cross connection, and related safety procedures.
- Knowledge of safety some procedures and precautions involved in equipment operation and public utilities maintenance work.
- Skill in the use of public works vehicles, light and heavy equipment, tools and related implements used in public utilities operations.
- Basic skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and

respond to emergencies on a 24-hour basis.

**Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites; including visiting construction sites with treacherous terrain requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually moderate to loud.

While performing the duties of this job, the employee is frequently required to communicate with others in person and on the phone. The employee must regularly lift and/or move items of moderate to heavy weight.

**CITY OF MUSKEGON  
JOB DESCRIPTION**

**WATER & SEWER MAINTENANCE WORKER WITH LICENSE**

**Supervised By:** Public Utilities Supervisor  
**Supervises:** No supervisory responsibility

**Position Summary:**

Under the direction of the Public Utilities Supervisor, performs manual labor and operates equipment to install, maintain, and repair water and sewer mains, make water and sewer taps, install and repair water meters, and clean and maintain lift stations and drainage systems.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Installs water and sewer mains, individual residential service lines, and related appurtenances including water storage tanks, lift stations, and water meters. Climbs and inspects water tanks for cleaning and repair as needed.
2. Maintains and repairs water valves and fire hydrants. Paints, replaces worn parts, and regularly inspects and maintains records to ensure proper operation.
3. Identifies, isolates, and assists in the repair of broken water or sewer mains, and repairs or replaces water services. Chlorinates and pressure tests all new and existing water mains.
4. Regularly checks sanitary sewer lift stations and performs related preventative maintenance. Checks pumps and other related equipment malfunctions, and makes adjustments, replaces, and repairs parts as necessary.
5. Operates vehicles and trucks of various sizes and weights including a full range of public utilities equipment such as sewer jet, mole, vactor truck, loader, blade truck, bucket truck, dump truck, and others.
6. Raises and lowers manholes, hydrants, and valve boxes. Performs manual labor such as digging and filling holes, shoveling, and thawing frozen water pipes and hydrants.
7. Reads water meters inside and outside buildings, records volume used, and inspects meters and connections. Responds to sewer backups, turns water on and off, and notifies customers when water and sewer services may be interrupted.
8. Loads and unloads vehicles with a variety of materials, equipment, or tools, hauls various types of materials such as sand, stone, and snow and spreads chemicals.
9. Completes timesheets and maintains daily work logs of projects completed and records the equipment, vehicles and materials used. Completes other paperwork as assigned.
10. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while

working in other dangerous situations.

11. Responds to public inquiries constructively, refers complaints or complex issues to assigned Supervisor and otherwise represents the department in a positive manner.
12. Performs the duties of other Public Utilities staff as operational needs demand and in response to emergencies.
13. Responds to public works emergency situations. May be required to work outside of normal business hours in the event of an emergency or during snow season.
14. Performs other related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- High school diploma or the equivalent with additional specialized training in construction management, public works, or related field.
- Previous experience in a public works or public utilities setting is highly preferred.
- The ability to obtain a State of Michigan Commercial Driver's License (CDL) within the probationary period, and the appropriate endorsement(s). Must have a satisfactory driving record, and the ability to maintain one throughout employment.
- ~~The ability to obtain the State of Michigan S-4 certification within the probationary period, and remain certified throughout employment.~~ [State of Michigan S-4 certification throughout employment. Loss of S-4 certification will result in a demotion to the Water Sewer Maintenance Worker classification.](#)
- Knowledge of the methods and procedures associated with construction projects, water and sewer systems repair and maintenance, sanitation, storm water and cross connection, and related safety procedures.
- Knowledge of safety some procedures and precautions involved in equipment operation and public utilities maintenance work.
- Skill in the use of public works vehicles, light and heavy equipment, tools and related implements used in public utilities operations.
- Basic skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

**Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites; including visiting construction sites with treacherous terrain requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually moderate to loud.

While performing the duties of this job, the employee is frequently required to communicate with others in person and on the phone. The employee must regularly lift and/or move items of moderate to heavy weight.

**CITY OF MUSKEGON  
JOB DESCRIPTION**

**WATER PLANT OPERATOR**

**Supervised By:** Water Plant Superintendent  
**Supervises:** No Supervisory Responsibility

**Position Summary:**

Under the direct supervision of the Water Plant Superintendent, operates and maintains the City's water filtration plant to provide safe drinking water to City residents and other system customers. Assists with other Water Plant tasks as required by operational demands.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Performs operational and lab related tasks at the City's water treatment plant. Completes a full range of activities related to process control operations and lab analysis to ensure a safe supply of potable water for human consumption, industrial use, and fire suppression.
2. Analyzes source, process and finished water quality, including testing for PH, alkalinity, calcium, magnesium, turbidity, fluoride, chlorine and other tests. Performs bacteriological testing to confirm the presence or absence of fecal and total coliform as well as heterotrophic plate counts. Makes necessary adjustments based on interpretation of analysis.
3. Prepares chemical reagents and bacteriological reagents used to perform analysis of water samples used in conjunction with specialized laboratory test equipment. Tests equipment and performs equipment calibrations and quality assurance checks.
4. Completes testing at critical processing points, obtains samples, evaluates test results and, under the direction of the Superintendent, initiates changes in the treatment processes to meet required standards.
5. Performs routine laboratory work, collects samples, and completes lab tests. Cleans sampling and lab equipment and completes routine maintenance, calibration, troubleshooting and standard repairs on lab and sampling equipment.
6. Maintains complete records of water system activities. Generates reports as required or requested.
7. Adheres to all applicable safety procedures while operating equipment, handling chemicals or hazardous waste or working in dangerous situations. Participates in safety training, attends safety meetings and participates in other meetings or committees as directed.
8. Responds to public inquiries constructively and refers complaints or complex issues to the Water Plant Superintendent. Represents the department in a positive manner.

9. Performs other water plants tasks as operational needs demand. Participates in routine and skilled maintenance and repair activities, installation and construction projects, grounds keeping assignments, and other duties as required
10. Attends training programs and seminars to obtain continuing education credits necessary to maintain the appropriate licensing required by the City's water plant.
11. Responds to water systems emergency situations. May be required to work outside of normal business hours in the event of an emergency.
12. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- High school diploma or the equivalent is required. Additional specialized training in water systems operations or related field preferred.
- One or more years of experience in water system operations and maintenance.
- ~~State of Michigan Valid Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.~~ "Valid US vehicle operator's license and a satisfactory driving record is required; must obtain a Michigan driver's license by end of probation period (six months) and be able to maintain one throughout employment."
- Ability to obtain State of Michigan EGLE F-4 within 18 months of hire, and remain certified throughout employment.
- Thorough knowledge of the sampling and testing methods and procedures used in water system operations and a basic knowledge of current public health guidelines, government regulations, and professional standards for water treatment.
- Knowledge of the safety issues, regulations, and procedures utilized in water plant operations.
- Knowledge of tools and materials used in the maintenance, repair, and construction of municipal water treatment and distribution equipment and facilities.
- Skill in the operation of basic water treatment plant equipment, including manipulating valves, chemical feeds and related water system devices.
- Skill in performing preventive maintenance, and repairs on plant equipment, machinery, buildings, and facilities.
- Skill in evaluating the conditions of underground pipes and the ability to determine the pressure requirements of a water distribution system.
- Skill in performing construction, maintenance, repair, and emergency public works projects.

- Skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to use required safety equipment including respirators and fall protection equipment.

**Physical Demands and Work Environment:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

While performing the duties of this job, the employee frequently works in a water treatment plant or in the field completing hands-on operations and maintenance work. The employee is exposed to moving mechanical parts, adverse weather conditions, risk of electrical shock, vibration, fumes or airborne particles, and toxic or caustic chemicals. The employee must occasionally lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee may be exposed to treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may be exposed to fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with maintenance activities or plant operations. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the work sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is moderate, and can occasionally be very loud.

**CITY OF MUSKEGON  
JOB DESCRIPTION**

**WATER PLANT MAINTENANCE OPERATOR**

**Supervised By:** Water Plant Superintendent  
**Supervises:** No Supervisory Responsibility

**Position Summary:**

Under the direct supervision of the Water Plant Superintendent, leads and participates in the maintenance and repair of the City's water treatment plant equipment, machinery, and facilities to ensure a safe supply of potable water for human consumption, industrial use, and fire suppression. Assists with other Water Plant tasks as required by operational demands.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Performs maintenance and repair tasks at the City's water treatment plant. Completes a variety of routine and skilled maintenance and repair activities associated with water system equipment, machinery, and facilities to ensure a safe supply of potable water for human consumption, industrial use, and fire suppression.
2. Completes a variety of repairs and preventative maintenance on water plant systems including computer and telemetry systems, water treatment pumps, motors, recycle/return and chemical applications, power distribution and auxiliary generators, and remote water storage and pumping stations.
3. Performs semi-skilled maintenance tasks on water plant buildings and facilities including HVAC systems, dehumidification systems, and general grounds keeping assignments including mowing, trimming, planting, snow and ice removal and other activities as required.
4. Leads and participates in the maintenance of lab facilities, equipment, and supplies. Identifies maintenance needs and coordinates with the Chief Water Operator in scheduling staff to complete associated tasks.
5. Leads and participates in the installation and maintenance of new equipment for water purification and storage. Assists in obtaining information and orders related parts and equipment.
6. Maintains complete records of water system maintenance activities. Generates reports as required or requested.
7. Adheres to all applicable safety procedures while operating equipment, handling chemicals or hazardous waste or working in dangerous situations. Participates in safety training, attends safety meetings and participates in other meetings or committees as directed.

8. Responds to public inquiries constructively and refers complaints or complex issues to the Water Plant Superintendent. Represents the department in a positive manner.
9. Performs other water plants tasks as operational needs demand. Participates in routine laboratory work, collects samples, completes lab tests, and other duties of a Water Operator as required.
10. Attends training programs and seminars to obtain continuing education credits necessary to maintain the appropriate licensing required by the City's water plant.
11. Responds to water systems emergency situations. May be required to work outside of normal business hours in the event of an emergency.
12. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- High school diploma or the equivalent with additional specialized training in construction management, water systems operations, or related field. Associate's degree preferred.
- Five or more years of experience in water system operations, maintenance, and repair or four or more years of same experience with a State of Michigan EGLE F-3 License, or three or more years of same experience with a State of Michigan EGLE F-2 License or EGLE F-1 License.
- State of Michigan EGLE F-4 with the ability to remain certified throughout employment.
- ~~State of Michigan Valid Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.~~ "Valid US vehicle operator's license and a satisfactory driving record is required; must obtain a Michigan driver's license by end of probation period (six months) and be able to maintain one throughout employment."
- Thorough knowledge of tools and materials used in the maintenance, repair, and construction of municipal water treatment and distribution equipment and facilities.
- Knowledge of the sampling and testing methods and procedures used in water system operations and a basic knowledge of current public health guidelines, government regulations, and professional standards for water treatment.
- Knowledge of the safety issues, regulations, and procedures utilized in water plant operations.
- Skill in the operation of basic water treatment plant equipment, including manipulating valves, chemical feeds and related water system devices.

- Skill in performing preventive maintenance, and repairs on plant equipment, machinery, buildings, and facilities.
- Skill in evaluating the conditions of underground pipes and the ability to determine the pressure requirements of a water distribution system.
- Skill in performing and directing construction, maintenance, repair, and emergency public works projects.
- Skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.
- Ability of use required safety equipment including respirator and fall protection equipment.

**Physical Demands and Work Environment:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

While performing the duties of this job, the employee frequently works in a water treatment plant or in the field completing hands-on operations and maintenance work. The employee is exposed to moving mechanical parts, adverse weather conditions, risk of electrical shock, vibration, fumes or airborne particles, and toxic or caustic chemicals. The employee must occasionally lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee may be exposed to treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may be exposed to fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with maintenance activities or plant operations. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the work sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is moderate, and can occasionally be very loud.

**CITY OF MUSKEGON  
JOB DESCRIPTION**

**CHIEF WATER PLANT OPERATOR**

**Supervised By:** Water Plant Superintendent  
**Leads:** Plant operators as assigned

**Position Summary:**

Under the direct supervision of the Water Plant Superintendent, plans, organizes, and coordinates the day-to-day activities of the Water Filtration Plant. Oversees and participates in the installation, maintenance, repair, and operation of plant assets to provide safe drinking water to city residents and other system customers. Responsible for assigned employees and contractors, capital needs assessment, budget preparation assistance, and policy and procedure recommendations. Assists with other Water Filtration Plant tasks as required by operational demands.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes, and coordinates the day-to-day activities of the Water Filtration Plant. Assigns work, monitors personnel, evaluates performance, and recommends training and professional development.
2. Prepares work schedules and outlines work assignments for work crews. Reviews daily timesheets, operational records, laboratory records, procurement records, and all other work records for completeness and accuracy. Gives technical advice and assistance to employees on difficult or unusual work. Trains and oversees staff.
3. Maintains and adjusts instruments used in the treatment process, pumping, and storage. Analyzes instrumentation to detect and correct malfunctions.
4. Plans and oversees the installation of new equipment for water purification and storage. Contacts suppliers and manufacturers to obtain information and orders related parts and equipment.
5. Assists in the development of annual department budget. Assesses capital needs and makes recommendations concerning capital improvements and equipment acquisition. Orders supplies, equipment, and materials according to established purchasing procedures.
6. Oversees and participates in the maintenance of laboratory equipment and supplies. Inventories, orders, and stores chemicals and other supplies used in the laboratory. Regularly updates the Laboratory Quality Assurance Manual and serves as laboratory Supervisor for laboratory certification.
7. Adheres to and trains assigned staff on all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other hazardous situations. Participates in safety training as necessary.

8. Responds to public inquiries and complaints constructively and confers with the Water Plant Superintendent on complex issues. Represents the department in a positive manner and serves as the backup operator in charge in the absence of the Water Plant Superintendent.
9. Performs other Water Filtration Plant tasks as operational needs demand. Participates in routine and skilled maintenance and repair activities, installation and construction projects, and other duties of a Water Plant Operator as required.
10. Maintains records, performance reports, materials usage, and maintenance and repair records. Attends meetings, performs research, submits reports, and recommends policies and procedures as required.
11. Participates in the hiring of departmental employees.
12. Assists with the planning and execution of special projects and events.
13. Keeps abreast of legislative and regulatory developments, new laboratory methods, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Responds to water system emergency situations. May be required to work outside of normal business hours in the event of an emergency.
15. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- High school diploma with additional specialized training in water treatment technology, water science, or a related field. Associates degree in science or technology preferred.
- Five or more years of progressively more responsible experience in water systems operations, including supervisory and administrative duties.
- ~~State of Michigan Valid Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.~~ "Valid US vehicle operator's license and a satisfactory driving record is required; must obtain a Michigan driver's license by end of probation period (six months) and be able to maintain one throughout employment."
- State of Michigan EGLE F-1 preferred or the ability to obtain the F-1 within 1 year of hire.
- Thorough knowledge of the public health and safety requirements, regulations, and operating practices governing water treatment and filtration processes.
- Thorough knowledge of the sampling and testing procedures used in water system operations.
- Knowledge of equipment, materials, chemicals, and other supplies. Knowledge of

electronic controllers and circuits used in water systems.

- Skill in the operation of water treatment plant equipment, including operating valves, chemical feeds, and related water system devices.
- Skill in performing preventive maintenance and repairs on plant equipment and instrumentation.
- Knowledge of the safety issues, regulations, and procedures utilized in water operations.
- Skill in performing and directing construction, maintenance, repair, and emergency public works projects.
- Skills in leading, motivating, delegating, and evaluating the work of others.
- Ability to communicate effectively and present ideas and concepts verbally, in writing, and through public presentations.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with city staff, city officials, contractors, consultants, utilities, the media, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in emergency and confrontational situations.
- Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24/7 basis.
- Serve as the back-up operator in charge in the absence of the Superintendent.

### **Physical Demands and Work Environment:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, and move around the office to travel to other locations. The employee must occasionally lift and/or move items of moderate to heavy weight. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to work in the laboratory or plant areas supervising or completing hands-on operations and maintenance work, and travel to various locations within the City. The employee may be exposed to treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may be exposed to fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with maintenance

activities or plant operations. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the work sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is moderate, and may be loud in plant or field situations.