

Chassell Department of Public Works - Job Description

Water Department (page 3 for more info)

- Water Plant
- Wells
- Hydrants
- Valves, Mains, Shut-offs
- Meters
- Cross Connection Program
- Testing
- Usage Reports

Sewer Department (page 4 for more detail)

- Lagoons
- Gravity Mains and Manholes
- Force Mains
- Lakeshore Drive Pump Station
- Main Pump Station
- School Pump Station
- Anderson Pump Station
- L.S.D. and H.M.B. Individual Pump Stations
- DEQ Reports

Parks (page 5 for more detail)

- Trash collection
- Cut Grass
- Maintain / Clean rest rooms
- Maintain Fish Cleaning Station
- Pavilion Curtains - Put up / take down
- Maintain swim raft and swim area buoys - seasonal placement
- Monitor Camera system
- Plow snow
- Build and maintain ice rink boards
- Maintain picnic tables
- Maintain playground and swings
- Maintain docks and boardwalks
- Maintain two river parks
- *Develop and maintain trails in new properties / ski trail area
- Assist E.W.M. treatment
- Place grills - seasonal placement
- Place and remove steel gates as requested by supervisor
- Patch pavement near boat launch with cold patch

Chassell Department of Public Works - Job Description

Cemetery

- Dig graves / close graves
- Cut grass / branch clean up
- Maintain water supply
- Plow snow to vault
- *Design, develop new burial areas

Streets

- Put up / take down banners
- Maintain street lights
- Sweep sand
- Snow blow sidewalks
- Place and maintain street / road signs

Garbage / Recycling

- Manage / monitor metal recycling
- Garbage drop off
- Recycling drop off
- Cardboard recycling
- Waste oil drop off

Buildings

- Fire Hall
- DPW Shop
- Cemetery Vault
- Park Pavilions and garage

Miscellaneous

- Mark sewer, water, electrical service for all Miss Dig requests
- Assist at Strawberry Festival
- Attend board meetings / communicate with board
- Manage old dump
- Maintain blockade at old US 41 bridge
- Maintain pickup truck
- Maintain Holder tractors
- Maintain JD tractor
- Maintain Sewer truck
- Maintain Garbage truck
- Keep maintenance logs
- Culverts and drainage
- Railroad grade pathway
- *Keep track of Township properties - Corners, lines, timber, trails

* Items marked with asterisk are tasks taken on by Joseph Youngman, not assigned by board.

Chassell Department of Public Works - Job Description

Water Department

Water Plant

- Check and record well pumpage, water usage, adjust pumps every day

Wells

- Cut grass along well areas

- Assist well contractor during any well repairs

Hydrants

- Flush once each year

- Perform maintenance as needed

Valves, Mains, Shut-offs

- Exercise main valves

- Keep track of customer shut-off valves

- Repair and replace all valves, mains, corp stops as needed

- Turn customer services off / on as requested

Meters

- Read meters once each month

- Maintain and repair all meters as needed

Cross Connection Program

- Conduct cross connection inspections

- File CC program report to MDEQ

Testing

- Take monthly bacteria tests

- Take various annual water quality tests as required by MDEQ

Usage Reports

- Write and turn in monthly usage report to MDEQ

Chassell Department of Public Works - Job Description

Sewer Department

Lagoons

- Cut grass and weed whack edges
- Take dissolved oxygen levels once per week
- Remove trees from fence as needed
- Monitor septage haulers
- Meet County Health Dept for annual inspection
- Test waters and drain down lagoons twice each year
- Maintain lagoon outlet pipes

Gravity Mains and Manholes

- Clean all gravity mains once each year with sewer truck
- Address any main blockages - real or imagined
- Work with contractors to elevate manholes during repaving projects

Force Mains

- Check on air relief manholes
- Repair force mains as needed

Lakeshore Drive Pump Station

- Check compressors, electric usage and generator weekly
- Maintain and test back up pump and piping
- Maintain backup generator

Main Pump Station

- Check electric usage and pump operation six days each week
- Replace pumps, motors and all plumbing as needed
- Maintain backup generator

School Pump Station

- Check electric usage weekly
- Clean grease and plastic out yearly
- Repair or replace pumps and plumbing as needed
- Weed whack within P.S. fence

Anderson Pump Station

- Check electric usage weekly
- Repair or replace pumps and plumbing as needed

L.S.D. and H.M.B. Individual Pump Stations

- Respond to customer service calls
- Repair and replace pumps, switches and wiring as needed
- Maintain supply of replacement pumps, switches, etc

DEQ Reports

Chassell Department of Public Works - Job Description

Parks

Trash collection

- pick up trash throughout park area
- place and empty trash barrels

Cut Grass

Maintain / Clean rest rooms

- Pick up trash
- Clean floors, toilets and sinks
- Un-clog plumbing as necessary
- Refill toilet paper, towel and soap dispensers
- Drain pipes and winterize each fall

Maintain sewer pump station

Maintain Fish Cleaning Station

- Spring and fall Start up and winterizing

Pavilion Curtains - Put up / take down

Maintain swim raft and swim area buoys - seasonal placement

Monitor Camera system

Plow snow

- Plow snow in all parking areas
- Shovel out access to pavilion doors

Build and maintain ice rink boards

- Replace boards and paint as necessary
- Assemble and dismantle boards seasonally
- Open and close warming room seasonally

Maintain picnic tables

- Replace rotted boards
- Build new picnic tables
- Re-paint picnic tables
- Move tables under cover for winter / move out for summer

Maintain docks and boardwalks

Maintain two river parks

- Pick up trash
- Cut grass and bushes
- Maintain signage

*Develop and maintain trails in new properties /ski trail area

- Lay out trails
- Build and maintain bridges
- Develop map for trails

Assist E.W.M. treatment

- Serve on Pike Bay committee
- Place warning signs during E.W.M. water treatments

Place grills - seasonal placement

Place and remove steel gates as requested by supervisor

Patch pavement near boat launch with cold patch