



# Engineering & Environmental Services

## Memorandum

## Bloomfield Township

To: All Interested Parties

From: R. Corey Almas, P.E., Director of Engineering & Environmental Services

Subject: Job Posting – Deputy Director of Engineering & Environmental Services

Date: October 28, 2024

Cc: Dani Walsh, Department Heads, File

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Bloomfield Township Engineering & Environmental Services Department (EESD) is seeking a candidate for the Deputy Director of EESD. This full-time position includes the Township's generous benefits package and a salary ranging from \$84,853.82 to \$112,856.45 dependent on certifications, demonstrated abilities, and qualifications. The compressed work week hours are Monday through Thursday, 7:00 am to 5:30 pm, although this position occasionally requires work outside these business hours.

Responsible for a variety of supervisory duties associated with the planning, engineering and construction of public infrastructure improvements; operation and maintenance of public facilities and utilities; review and inspection of site development projects; and perform related work as required. Provide responsible technical and supervisory work in the operation of the department as required. Assume the Department Head's administrative and office responsibilities in his or her absence. Work special hours as required. Provide technical support in the operation of the department and to other Township departments as required. Attached is a copy of the current Deputy Director Job Description and position requirements.

Interested parties should provide a cover letter, Township job application, and resume to the Engineering & Environmental Services Department, attention Corey Almas, [calmas@bloomfieldtwp.org](mailto:calmas@bloomfieldtwp.org). This position will remain posted until the position is filled.

Please feel free to contact me with any questions.

Thank you,

R. Corey Almas, P.E.  
Director of Engineering & Environmental Services

# The Charter Township of Bloomfield, MI

## Job Description

<b>Classification Title</b>	Deputy Director of EESD
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	113

### GENERAL SUMMARY

Responsible for a variety of supervisory duties associated with the planning, engineering and construction of public improvements; operation and maintenance of public facilities; review and inspection of site development projects; and perform related work as required. Provide responsible technical and supervisory work in the operation of the department as required. Assume the Department Head's administrative and office responsibilities in his or her absence. Work special hours as required. Provide technical support in the operation of the department and to other Township departments as required.

### 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.*

- Supervise and manage the activities of engineering consultants and construction inspectors working on public improvement projects.
- Assist in managing the Township's storm water management program, and the water and sewer capital improvement program.
- Lead all special assessment districts for water and sewer extensions and road paving.
- Ensure compliance for private development with Township, County, State and Federal standards, ordinances, and requirements.
- Assist residents in the planning and preparation of special assessment petitions for roads, drains, water main and sanitary sewer construction.
- Prepares bid documents, specifications, and reports for engineering projects and procurement of contracted services as required.
- Coordinate department work relating to other departments such as the Department of Public Works; Building, Planning and Ordinance Department; and the Clerk's office.
- Coordinate construction projects with other County or State agencies within the Township and adjust Township capital improvement plans as needed to maximize efficiency and costs.
- Conduct special engineering studies as required.
- Make presentations to the public and Township Board as required
- Review plans and specifications for conformance with Township ordinances and County, State and Federal requirements.
- Update and maintain floodplain, wetland, utility and as-built maps.
- Plan and prepare department policies, procedures and work assignments as required.
- Work in cooperation to coordinate construction projects with the various Township departments.
- Evaluates and draft changes to Township ordinances and polices related to engineering practices and environmental issues.

## **Classification Title: Deputy Director of EESD**

- Provide assistance and information to contractors and the general public regarding building and engineering practices, and rules, regulations, codes and ordinances governing them.
- Oversee Department public infrastructure projects and private projects, and coordinate activities in accordance with Township planning documents including the Township Master Plan, Safety Path Master Plan, Water System Asset Management Plan, and the Sanitary Sewer Capital Improvement Plan.
- Work with the Department Head in the development and updating of regulatory and compliance reporting required by County, State and Federal agencies, including but not limited to the Water System Reliability Report, ISO Report, Hazzard Mitigation Plan, Water System Asset Management Plan.
- Performs other duties as required.

### **MINIMUM ENTRANCE QUALIFICATIONS**

#### **Education and Experience**

- Bachelor's Degree with major course work in Civil Engineering, Environmental Engineering, Construction Engineering, or related field.
- Minimum five (5) year of responsible experience in the planning, design, construction, administration, and inspection of municipal construction and/or engineering projects.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

#### **Licenses or Certifications**

Must be a licensed professional engineer in the State of Michigan at time of appointment

### **OTHER JOB REQUIREMENTS**

Proficient in Microsoft Office: Word, Excel, Power Point, Access and Outlook.

Maintain professional engineer license

Maintain a valid Michigan Driver's License

Pass an employment drug test

### **PREFERRED QUALIFICATIONS**

Knowledge or experience in the design, construction, administration, and/or inspection of municipal projects.

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

#### **Knowledge of:**

- Relevant Township policies and procedures
- Construction and Engineering policies and procedures

**Classification Title:** Deputy Director of EESD

- Federal, state and local laws related to planning and construction of public drinking water, public sanitary sewer, and storm water management

**Skill in:**

- Use of relevant computer software

**Ability to:**

- Understand and interpret engineering/construction plans and maps
- Communicate effectively verbally and in writing
- Ability to develop relationships with a variety of stakeholders throughout the Township
- Meet schedules and deadlines of the work

**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.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
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		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
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.*

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

<b>Date created:</b>	11/2/20
<b>Dates revised:</b>	10/28/2024