



DETROIT WATER AND SEWERAGE DEPARTMENT

JOB POSTING

735 Randolph - Suite 2001
DETROIT, MI 48226

OPEN COMPETITIVE

Please read entire document before starting your application

Job Category: Operations
Title: Team Leader
Minimum Salary: \$55,100
Open Date: July 14, 2015
Location: Detroit, MI

Recruitment Unit: Wastewater Treatment Plant
Vacancies: 1
Maximum Salary: \$79,385
Closing Date: Establish List

GENERAL SUMMARY:

The Team Leader is responsible for supervising, guiding, directing, and training staff within a Detroit Water and Sewerage Department (DWSD) facility or functional unit. Manage work on projects and assign and prioritize tasks. Responsible for completing all local, State, Federal and DWSD required reports.

REQUIRED EDUCATION AND EXPERIENCE (position requirements at entry)

- Associate Degree in related operational or functional field; such as Engineering, Chemistry or Accounting from an accredited college or university; or a combination of related work experience and education
- Management and operational experience gained through progressively more responsible positions in the utility industry
- A minimum of one (1) year of supervisory experience
- Professional Accreditation in related operational or functional field

ESSENTIAL JOB FUNCTIONS

(Illustrative only, may not include all of the duties listed nor do the listed examples include all of the tasks)

- Coordinate and plan the work assignments (i.e. manage projects, organize crews)
- Manage annual department budget items as assigned
- Responsible for record keeping and preparing necessary reports that includes logs and computer files
- Assist in the training of department staff and maintaining a harmonious work environment
- Provide an ongoing safety and injury prevention program
- Attend meetings
- Maintain Standard Operating Procedures
- Prepare performance evaluations of assigned team
- Supervise all staff within facility or functional unit
- Perform shift work which includes all day, afternoon, night, weekend and holiday assignments
- Wear personal protective equipment (PPE)
- Follow security and safety policies and procedures in carrying out work duties
- Provide on the job training

RELATED JOB FUNCTIONS:

- Assist in disaster preparedness
- Assign shifts, work weeks, holiday coverage, etc
- Keep up-to-date with technology and infrastructure
- Facilitate meetings
- Set priorities
- Track attendance
- Approve purchases
- Train and develop staff
- Recommend operational efficiencies



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- Recommend and ensure DWSD policies and procedures are adhered to

RELATED JOB FUNCTIONS: (continued)

- Perform related work duties as assigned

SUPERVISION EXERCISED:

Supervise an assigned staff within the functional unit

KNOWLEDGE OF:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee development, and employee training and discipline
- Project management principles and practices
- Operating procedures
- Safe work practices

SKILL TO:

- Plan, organize, assign and supervise the work of others
- Perform administrative duties and solve administrative issues
- Create and maintain the budget for the unit
- Implement principles of supervision, training and employee development
- Use advanced technology
- Analyze and make decisions consistent with department policy

ABILITY TO:

- Supervise and lead staff and projects
- Manage annual department budget items as assigned
- Prepare compliance reports for regulatory agencies
- Represent the department regarding special projects with internal and external agencies
- Effectively utilize appropriate security and safety equipment and procedures
- Maintain regular and reliable attendance
- Communicate effectively, both verbally and in writing
- Understand and follow verbal and written instructions
- Establish and maintain effective working relationships with others
- Communicate frequently with team members and other units across the Department about process, equipment or potential problems
- Develop proficiency in unit specific operations and software
- Direct team activities or to work as a team member



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Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position requires the ability to climb ladders, scaffolding, work in confined spaces, elevated locations and descend underground, lift a minimum of 50 pounds, walk, stand, or work for long periods of time, demonstrate normal color perception, hear audible alarms and detect abnormal equipment sounds; visually inspect equipment and processes at any time of the day or night, pass vision, biomechanical and baseline physical and annual fit tests, wear respiratory protection and other personal protective equipment; at specific job sites may require the ability to carry, stack, dig, shovel, hit, push, pull and other efforts that require considerable physical strength.

Environmental Working Requirements:

This position requires the ability to work in all conditions involving exposure to outside elements and seasonal weather. Work will be in an office or field environment, at remote sites or locations within the DWSD Service Area.

Other Requirements

- Valid State of Michigan Driver's license
- Municipal Wastewater Treatment Plant Operator B Certification
- Ability to work irregular hours, to commute to DWSD facilities and work sites, and respond to after hour emergencies and on-call responses

Comments

The Detroit Water and Sewerage Department is an Equal Opportunity Employer.

This title is a non-Civil Service and at-will position. The organization may in its sole discretion fill this position on a full-time or part-time basis. The organization may in its sole discretion utilize a contract of employment, "direct hire", or other process to fill the Position within this Title. Incumbency in a position within this title does not create a property right or expectation for the incumbent. The presence of this title or the position within this title does not in any way restrict the organization's sole discretion to utilize independent contractors or other means to provide for the performance of this work.

Please Note: Employment with the Detroit Water and Sewerage Department has been set apart from the established employment processes of the City of Detroit.

THE WAY WE WORK

The Employees of DWSD....

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community



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- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner in accordance with the DWSD Common Behaviors
- Apply the proper safety/security practices according to established protocols, guidelines and policies

Please submit an employment application, letter of interest and resume for this position to:

Detroit Water & Sewerage Department
Attn: Maria Young, Human Resources Generalist
735 Randolph, Suite 2001, Detroit, MI 48226

The Employment Application can be found on DWSD's Website:
http://www.dwsd.org/pages_n/careers.html