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| Job Title | Drain Commissioner | Department | Elected Official |
| Reports To | BOC | FLSA Status | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt |
| Union Status | Non-Union | Classification | <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |

Job Summary

The Drain Commissioner is an elected official responsible for overseeing the administration, construction, operation, and maintenance of county drainage systems. This role ensures compliance with Michigan Act No. 40 and other relevant state laws regarding storm drainage, inland lake level control, and soil erosion prevention. The commissioner collaborates with the County Board of Commissioners, governmental agencies, and local communities to develop and implement effective water management strategies.

Essential Duties and Responsibilities

Community & Citizen Engagement:

- Responds to citizen concerns regarding drainage issues and ensures proper legal resolution.
- Provides public education on drainage regulations and environmental impacts.

Drainage System Oversight:

- Plans and oversees the establishment and maintenance of drainage districts within Houghton County.
- Conducts on-site inspections to assess drain conditions and lake levels for compliance with legal and environmental standards.
- Coordinates and supervises maintenance activities, including drain cleaning, brush and debris removal, and erosion control.

Regulatory Compliance & Environmental Protection:

- Ensures compliance with **Michigan Act No. 40, Act 451**, and other applicable regulations.
- Investigates and addresses violations, such as illegal dumping or hazardous waste disposal in waterways.
- Lifts and adjust lake outlet gates as needed to manage water levels.

Planning & Project Management:

- Develop a **comprehensive county drainage plan** to address critical infrastructure needs.
- Collaborate with state, county, and municipal agencies to secure funding and implement drainage projects.

Financial & Administrative Duties:

- Maintains accurate records of all drain districts, petitions, surveys, and construction data.
- Oversees budgetary allocations for drainage projects and advice on necessary adjustments.
- Provides reports and recommendations to the County Board of Commissioners as needed.

Qualifications

Education & Experience

- Knowledge of hydrology, environmental science, civil engineering, or public administration is preferred.
- Experience in public work, environmental management, or water resource planning is beneficial.
- Familiarity with Michigan State laws governing drainage systems and soil erosion control.

Key Skills & Competencies

- Strong problem-solving and decision-making skills.
- Ability to interpret legal and environmental regulations.
- Excellent communication and public relations abilities.
- Proficiency in budget management and record-keeping.
- Capability to conduct physical field inspections, including navigating various terrain and weather conditions.

Preferred Qualifications (if applicable)

- Construction Storm Water Operator Certification

- Soil Erosion and Sedimentation Control Plan Review and Design Certification

Physical Requirements & Work Environment

- Work includes both **office-based administration** and **field inspections** in outdoor environments.
- May require lifting, walking in uneven terrain, and working in inclement weather.
- Occasional **emergency response** to flooding or drainage-related issues.

Compensation & Benefits

- This is an elected position with compensation set by the Houghton County Board of Commissioners.
- Serves on a per diem/as-needed basis.

Application Process

- Interested candidates should submit their resume/application to teresa.hill@houghtoncounty.gov.
- Deadline for applications: [Insert date].

Approval & Review

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| Approved by | | Date | 3/6/2025 |
| Last Reviewed | 3/6/2025 | Updates Approved by | |