

# Southeast Macomb Sanitary District

20001 Pleasant  
St. Clair Shores, MI 48080  
(586) 777-1284  
operations@semsd.org

## Employment Application

Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ SS#: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

When available to begin work? \_\_\_\_\_

Do you have a driver's license? (circle) yes no State of issue: \_\_\_\_\_

License Number: \_\_\_\_\_

<u>Type of School:</u>	<u>Name of School and Complete Mailing Address</u>	<u># Years Completed</u>	<u>Major or Degree</u>
High School:	_____	_____	_____
College:	_____	_____	_____
Trade School:	_____	_____	_____
Other:	_____	_____	_____

Have you ever been convicted of a felony? (circle) yes no

If yes, please explain.

\_\_\_\_\_

Have you had any accidents in the past 3 years? (circle) yes no How many? \_\_\_\_\_

Have you had any moving violations in the past 3 years? yes no How many? \_\_\_\_\_

Continued on the next page

**Previous Employment** (list up to 3)

1.

Name of Employer: \_\_\_\_\_

Name of last supervisor: \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Last job title: \_\_\_\_\_

Reason for leaving (be specific):

\_\_\_\_\_

May we contact your employer? (circle) yes no

2.

Name of Employer: \_\_\_\_\_

Name of last supervisor: \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Last job title: \_\_\_\_\_

Reason for leaving (be specific):

\_\_\_\_\_

May we contact your employer? (circle) yes no

3.

Name of Employer: \_\_\_\_\_

Name of last supervisor: \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Last job title: \_\_\_\_\_

Reason for leaving (be specific):

\_\_\_\_\_

May we contact your employer? (circle) yes no

Skills: \_\_\_\_\_

Typing: \_\_\_\_\_

Computer: \_\_\_\_\_

Other skills: \_\_\_\_\_

**Please list 2 references other than relatives and previous employers:**

1.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

2.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Use this space to add any additional information necessary to describe your full qualifications for the position you are applying:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Upon the signing of the authorization, I represent that all of the information now or hereafter given me in support of my application for employment is true and complete. I authorize you to verify any of the information concerning my employment, education, credit, criminal and driving records with the appropriate individuals, companies, institutions or agencies and I authorize them to release such information as you require, including my prior disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquires and disclosures.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Applicant)

The Southeast Macomb Sanitary District is an equal opportunity employer, is committed to compliance with federal and state laws prohibiting discrimination, on the basis of race, gender, color, religion, national origin, age, marital status, disability, veteran status, or other prohibited factors in employment.

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**SOUTHEAST MACOMB SANITARY DISTRICT  
DUTYMAN  
EMPLOYMENT REQUIREMENTS & JOB DESCRIPTION**

All prospective employees will have a pre-employment physical, including drug testing. All employees will provide proof of a valid driver's license.

**DAY SHIFT:** Begins at 7:00 a.m. - Employees refer to the logbook for current information, sewer readings are then monitored enabling day shift job assignments to get underway.

- Job assignments are prioritized by Supervisor on sewer maintenance, such as inspection, debris removal, maintenance of regulators, sluice gates, tide gates, and mechanical and hydraulic repairs.
- SEMSD Pump Stations daily inspection; weekly custodial duties; weekly, monthly, semi-annual and annual scheduled preventative maintenance duties; and wet well cleaning and decontamination after wet weather events.
- Navigational lights and dock maintenance.
- Office building and grounds maintenance, including 1<sup>st</sup> and 2<sup>nd</sup>-degree vehicle and small engine and pump repair.
- Work at the South Macomb Disposal Authority (SMDA) landfill sites performing pumping and maintenance duties.
- Lunch is from 11:30 a.m. – 12:00 p.m. After lunch, monitor the interceptor flows and continued assignments.
- Day shift leaves at 3:00 p.m.

**AFTERNOON SHIFT:** Begins at 3:00 p.m. - Dry Flow starts at 3:00 p.m., read the log, monitor flows, readings and inspections of interceptors. Answer phones until 5:00 p.m. while performing building custodial duties. Start on the worksheet left by Supervisor.

- Finish job assignments, which can include building or grounds maintenance, repair of equipment, equipment cleaning from day shift work, and safety equipment cleaning and inventory. Inspection of navigational lights after dark during monitoring runs. Pump station inspection.
- Wet Flow – Inform the Supervisor or leader of an unusual situation or wet weather conditions. Accelerate monitoring of interceptors, communicate with Foreman, St. Clair Shores standby, County Drain Commission, police or fire, when needed.
- Closing Regulators – When wet weather or potential serious situations exist, the Dutyman will evaluate weather conditions, interceptor readings, and rain gauge information.

Through experience, evaluation of wet weather conditions is made and the decision to close regulator is enacted.

- Custodial duties include vacuuming all carpeted areas, cleaning the women's restroom, empty all trash cans, check fuel levels in all work trucks (top off if below  $\frac{3}{4}$  full), and restock consumables (i.e., toilet paper, soap, paper towels, etc.), as needed.
- Kerby Road custodial duties include taking out the trash, mopping, and cleaning the bathroom.
- Afternoon shift leaves at 11:00 p.m.

**MIDNIGHT SHIFT:** Begins at 11:00 p.m. - Dry Flow starts at 11:00 p.m., read the log, and start ordered job assignments or mandatory shift assignments, use basic afternoon interpretation.

- Update forms and miscellaneous paperwork from day's activities.
- Inventory operational equipment.
- Be alert to nighttime security; check locks, building, grounds, pump station and dock lights. Backroom custodial maintenance.
- Winter snow removal and salting at the SEMSD office only. The day shift will handle snow removal at the pump stations.
- Prepare, check and pack equipment for day shift scheduled activities. This does not include loading heavy equipment onto a truck where two men are required.
- Keep the premises in order with sewer readings and related conditions current to the hour, special duties completed, and equipment needed for day shift projects ready.
- WET WEATHER: Due to darkness, it is prudent to be extra vigilant to changing conditions, since weather conditions and storm severity can vary greatly from the North end to the South end. Constant monitoring of the flows is necessary for making a decision on regulatory closing. Unusual events are reported to Foreman and any other agency that needs or can use such information.
- Custodial duties include damp-mop floors, clean men's restroom, clean kitchen, and dust tables and desks.
- Milk River custodial duties include removing the trash, mopping, cleaning the bathrooms, and pump down Basin 1 prior to the day shift.
- Midnight shift leaves at 7:00 a.m.

The Dutyman will be on a revolving standby for one week at a time.

The SEMSD Dutyman is responsible for emergency response notification and/or assistance to all concerned agencies (i.e., member cities, DNR, EPA, State Police, etc.) in the event of Interceptor or HazMat problems.

Nine Mile and Martin Regulator maintenance are to be exercised in dry weather conditions to make sure they are working properly.

Tide Gate maintenance, lubrication.

Sluice Gate cleaning, greasing and exercising monthly or as needed.

Beaconsfield Relief Chamber is cleaned, flap gate maintenance and exercising, and Sluice Gate greasing and exercising. Beaconsfield Relief Arm Drop Manholes inspection.

The above maintenance duties are all Class A Confined Space Entries including the SEMSD Pump Stations.

The County takes retention Basin overflow samples and, after analysis, relays information to SEMSD, which is reported monthly to the Department of Environment, Great Lakes, and Energy (EGLE).

Employment requirements include lifting manhole covers that may weigh 100 pounds or more.

The entry into underground sewers and pump station wet wells for cleaning, shoveling, and lifting of debris for removal.

Entering confined space entries and sometimes needing to wear a breathing apparatus.

Physically maintaining the landfills by operating heavy equipment, quarterly sampling, and other miscellaneous duties.

The SEMSD Office and the Pump Stations also need to be maintained by mowing the lawns, shoveling the snow, and trimming and weeding the landscaping.

The above statements are intended to describe the general nature and level of work being performed by a Dutyman. They are not to be construed as an exhaustive list of all job duties that may be performed.

SEMSD Personnel should have skills in the following areas:

- Vehicle Maintenance
- Electricity and Electronics
- Mechanical
- Plumbing
- Carpentry
- Heavy Equipment Operation
- Blueprint Reading

- Lawn Maintenance
- Snow Removal
- Confined Space Entry
- Confined Space Rescue
- Basic Computer Skills

The skills listed above are guidelines and are subject to change. Alternative qualifications may be substituted if enough to perform the duties of the job.