Christine Bischoff
Clerk

Lee Strahan
Treasurer

734-854-2416 Office

Bob Lloyd
Trustee

Steve Morgan
Trustee

734-854-1817 Fax

Jeff Thomas
Whiteford Township Supervisor
8000 Yankee Road, Suite 100
Ottawa Lake, Michigan 49267
www.whitefordtownshipmi.gov

Position Posting

Position Title: Operator in Charge of the Whiteford Township Municipal Water System

Reports to: Township Supervisor

Posting Date: May 15, 2026

Start Date: Negotiable

Salary: Commensurate with experience and certifications

Qualifications: Obtain and keep in good standing a minimum of a F4/S4 license to operate Whiteford's municipal water system.

Application Process: Interested candidates should submit a Letter of Intent, current resume, three (3) letters of recommendation, copies of current certifications related to the position and any relevant documentation to the Whiteford Township Hall, 8000 Yankee Rd, Suite 100, Ottawa Lake, MI 49267 by Friday, June 12, 2026.

Whiteford Township is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.
TDD/TYY:#711

Whiteford Township Operator in Charge Job Description

Employee shall be responsible for the day-to-day operation of Whiteford's municipal water system.

Key Job Functions and requirements include but are not limited to:

- Operate the water plant during your assigned shift and in accordance with established procedures for pumping water, clarification, filtration, and chemical treatment;
- Control and monitor all operations of the pumps, feeders, clarification, filters, and other equipment;
- Assist and train subordinate personnel as needed;
- Schedule, oversee and manage the other operators of Whiteford's municipal water system;
- Develop, maintain and execute asset management plan of the water plant and municipal water system.
- Recommend discipline of the other operators to the supervisor;
- Prepare the monthly operating report in compliance with all federal, EGLE, state and local requirements;
- check and monitor the SCADA system on evenings and during the weekend, if required;
- Maintain records, inventory supply lists and log entries;
- Investigate and resolve customer problems and complaints;
- Address all requests, complaints and invoices in a timely manner.
- Obtain and keep in good standing a minimum of a F4/S4 license to operate Whiteford's municipal water system.
- Timely order all necessary supplies in advance of needing them;
- Promptly respond to all emergency situations;
- lift objects up to 50lbs;
- Obtain periodic readings from charts and maintain the necessary logs;
- Fill chemical feeding machines with the necessary materials;
- collect and work with the laboratory to process the water samples;
- Perform other work as assigned by the supervisor.
- Serve on a utility board or other related position if requested.

Employee shall be prohibited from taking the following actions:

- Hiring, promoting, disciplining, or terminating employees and
- Signing contracts, leases or other documents that bind Whiteford without notifying the township supervisor.

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