
TOWN OF LATAH

RESOLUTION 14-4

A RESOLUTION ESTABLISHING THE DUTIES OF THE TOWN OF LATAH TOWN MAINTENANCE PERSON

BE IT RESOLVED by the Town Council of the Town of Latah, Spokane County, State of Washington as follows:

THERE IS HEREBY created the position of Maintenance Person for the Town of Latah and the duties thereof to be established by Latah Town Council Resolution 14-4.

IT WILL BE REQUIRED that the Town Maintenance person will be supervised by the Mayor, assisted by the Clerk/Treasurer.

Section 1.

The Town Maintenance Person will maintain all Latah Streets, Right of Ways, Culverts, Drains, and Swell Drains.

- 1) Keep Culverts and drains open, removing debris as needed.
- 2) Repair chuckholes with asphalt patch.
- 3) Maintain street signs.
- 4) Snow removal.
- 5) Use necessary means to prevent weeds and grass from creeping into roadways.
- 6) Mow/cut grass at edge of streets.
- 7) Maintain area adjacent to Fire Hydrants to keep clear debris or heavy snow accumulation (continually).
- 8) Maintain trees on Town Right-of-Ways.

Section 2.

The Town Maintenance Person will care and maintain Town Property.

- 1) Keep garbage cans emptied and set out for garbage truck on Tuesday mornings.
- 2) Prior to Social Functions, open building and check heating.
- 3) After Social Functions, check building and empty garbage cans.

- 4) Maintain any needed building repairs. (Consult with Mayor or Clerk/Treasurer regarding perceived needs).
- 5) Clean Community Center Bathrooms bi-monthly or as needed.
- 6) Vacuum, sweep and wash floors in Community Center monthly or as needed.
- 7) Wash Community Center Windows as needed.
- 8) Clean and Maintain the Town Shop.
- 9) Maintain town equipment to include necessary preventative maintenance to include but not limited to Oil Changes, Oil levels, filter replacement, hose replacement, mower blade replacement/sharpening, and inventory organization and lists.
- 10) Provide written recommendation to Mayor of needed tools and accessories as needed.
- 11) Keep and Maintain the Town Truck Log.
- 12) Keep and Maintain the Backhoe Log.

Section 3.

The Maintenance Person shall perform additional duties as requested by the Mayor.

Section 4.

The Maintenance Person shall be under the direct supervision of the Mayor.

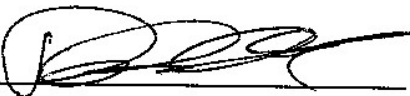
Section 5.

All resolutions and ordinances and parts of resolutions and ordinances in conflict with this ordinance are hereby repealed.

Section 6.

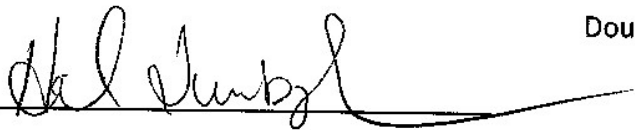
PASSED AND ADOPTED by the Town Council for the Town of Latah in Spokane County, this 5th day of August, 2014.

APPROVED: _____



Douglas Arnold- Mayor

ATTEST: _____



Heidi Turnbough- Clerk/Treasurer