

CITY OF DEARY

POSITION: MAINTENANCE

Under the supervision of the Mayor and Department Commissioners, perform a variety of semi-skilled to skilled duties in construction, maintenance, repair and operation of the City parks, grounds, buildings, streets, water and wastewater facilities and systems; operate and maintain a variety of light-heavy vehicles, equipment and hand and power tools; supervise all maintenance personnel.

A versatile self-motivated individual in good to excellent physical condition and possess supervisory skills. Excellent time management skills; able to plan and manage projects including having all necessary parts and supplies on hand; complete projects with little or no supervision in a timely manner and clean up the area when it is finished; supervise maintenance personnel and use his and their time wisely; communicate and meet with the public.

A minimum 40-hour workweek however, hours will vary due to emergencies and snow removal.

TECHNICAL QUALIFICATIONS

Water and Wastewater certified – to obtain/test within 1 year of position

Class B CDL

Ability to operate and maintain dump truck, backhoe, grader, street sweeper, small motors

Ability to identify electrical problems and pump problems

STREETS:

Patch as needed using hot or cold pavement mix

Grade, gravel and ditch as needed

Sand when icy

Clean out and replace culverts as needed

Install and maintain street signs

Sweep and clean streets as needed

Snow removal

Mow grass along city streets, right-of-ways and alleys

Spray weeds

Maintain and replace fire hydrants

Clean and maintain ditches yearly

PARKS:

Mow, trim, fertilize, spray and water lawns and trees

Maintain a safe play area

Maintain all play equipment

Maintain and clean rest rooms, utility shed, and park equipment

Know location of water shut off for emergencies and winter shut off

Winterize as necessary

Replace light bulbs as needed

Place flags and decorations in parks on special occasions

Pick up litter, empty refuse cans and maintain a neat and clean park

Keep ditch behind park free of debris

Store the Nelson Activity Field sign in the fall and replace it in the spring

WASTEWATER:

- Repair and replace manholes when necessary
- Inspect manholes yearly for debris
- Raise or lower manholes when necessary
- Schedule for cleaning and video sewer main lines
- Seal leaks and cracks in manholes when necessary
- Learn location of sewer lines and manholes
- Update maps and intersection maps
- Maintain records of repairs
- Check lift station on 1st Ave., clean floats once a month
- Maintain lift station pump hour records
- Flush lift station yearly
- Mow or weed-eat grass and weeds around lift station
- Clean lagoon screens when necessary
- Check with City Clerk to insure sewer hookup charges are collected prior to making new connections
- Clean lagoon divider box monthly, or more often during heavy run-off period
- Maintain flow meters
- Maintain effluent & influent flow records per EPA regulations
- Be familiar with current DEQ/EPA regulations
- Gather and prepare all information for DMR reports
- Sample lagoons as EPA NPDES permit requires
- Check aeration and chlorine operations daily
- Order chlorine and maintain the proper supply on hand
- Observe for algae growth
- Gather needed information for Engineers
- Communicate and work with Engineers
- Rodent control
- Maintain fence and signs around the area
- Lock gate and secure lagoon daily
- Maintain a neat and clean lagoon area and buildings

WATER

- Read meters approximately on the 20th of each month, when free of snow
- Water shut-offs as directed by Water Commissioner on the 1st Wednesday of each month
- Record new water services with City Clerk
- Check with City Clerk to insure water hookup fees are collected prior to connecting a new service
- Check well house and reservoir daily
- Maintain flow records
- Rotate pumps monthly
- Check water level every two weeks
- Check water main shut offs yearly to insure they are operational
- Flush hydrants every other month-April through October
- Clean and maintain pump house and booster station
- Maintain an inventory of water meters, boxes, and necessary replacement parts for water emergencies
- Know how to turn cemetery water off and on and drain the line
- Know location of reservoir overflow
- Schedule reservoir tank cleaning
- Repair, replace and service water meters and meter boxes
- Maintain and install blow-offs

WATER (CONT.)

- Check and maintain pressure vaults
- Check and maintain air release valves
- Clean out valve boxes once a year
- Order chlorine and aqua mag as needed
- Keep chlorinator and aqua mag pumps operational
- Maintain chlorine and aqua mag in the water system
- Take monthly and annual water samples per DEQ requirements
- Maintain sample result records
- Be familiar with DEQ/EPA regulations and changes
- Update maps and intersection maps
- Maintain repair records
- Work with and communicate with Engineers and DEQ officials

EQUIPMENT AND VEHICLES

- Maintain repair vehicles, change oil, filters, etc.
- Maintain all equipment, chain saws, weed eaters, pumps, lawn mowers and any other city equipment
- Keep equipment and vehicles clean
- Keep maintenance records on all equipment and vehicles
- Ability to operate city equipment

GENERAL DUTIES

- Maintain and keep city shop clean
- Maintain gravel piles and order gravel as needed
- Maintain a set of keys to city buildings
- Maintain phone numbers for important contacts
- Call for locates
- Be familiar with local Avista and Verizon representatives
- Meet with sales and supplier representatives
- Attend Council meetings
- Prepare budget information
- Identify possible problems and correct them before they become serious
- Set-back verifications for building applications
- Report loose dogs to police and maintain log for each complaint
- Represent the City in a professional manner