

JOB TITLE: CITY MAINTENANCE/UTILITY SUPERVISOR

NAME OF SUPERVISOR: CITY COUNCIL

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: Performs routine to skilled manual and maintenance work with city streets, alleys, vehicles, equipment, water, wastewater, buildings, grounds and parks; and performs related duties as required.

SUPERVISION RECEIVED: By City Council

SUPERVISION EXERCISED: Provides supervision over Maintenance/Utility Worker, summer help and part-time worker hired when a particular job requires additional help.

TYPICAL DUTIES PERFORMED

Performs the following supervisory duties:

Provides recommendation when hiring employees within department

Prioritizes and schedules daily work agendas and provides lead in all department operations.

Works with and corresponds with regulatory agencies.

Calls snow emergencies and decides when to sand intersections.

Works with and provides input to city engineer for city expansion and upgrade of infrastructure.

Recommends improvements to equipment and provides estimates for city budget.

Records and maps curb stops, valves, manholes, etc.

Records for billing all for-hire work, such as service hook ups, meters, etc.

Gopher State locate requests.

Makes decisions and purchases equipment/supplies for department, within reasonable limits.

Other duties include, but may not be limited to:

Mows and trims grass on right of ways and at the park; sprays for weeds and fertilizers; plants, trims, and removes and shrubs as needed. Sprays for mosquitoes.

Maintains and repairs streets and alleys including patching potholes and cracks; laying gravel; blading, and sweeping. Paints curbs and white stripes to designate pedestrian crosswalks.

Plows, shovels, de-ices, and sands snow from City streets and from sidewalks in front of City buildings.

Responds to calls involving plugged sewers, sewer backups, water main breaks, leaks, and frozen water lines.

Cleans storm sewers, catch basins and sand traps.

Straightens and replaces damaged street signs.

Reads water meters and records information; check meters and gauges, pumps and control panels to verify correct operation of equipment. Installs or replaces water meters.

Build and repair sidewalks as necessary. (usually private contractor)

Maintains and adjusts fire hydrants including repairing, painting, flushing, and preparing for winter.

Performs miscellaneous cleaning, maintenance, and repair work on City owned buildings including park facilities, equipment, and shelters. Maintains ice rink and warming house including flooding the rink, clearing snow, etc. Empty trash barrels.

Puts up and removes banners and holiday decorations.

Oversees and assists the work of summer employee, assigning work, training, etc.

Inspects lift station and pumps daily to ensure proper operation. Puts chemicals in as needed. Collects tests as required by Minnesota Pollution Control Agency and sends to lab for testing. Fill out and submit reports as required.

Check pump houses daily to make sure equipment is working, to add chemicals as needed, check and record chlorine and fluoride readings, collects samples as required by the Minnesota Department of Health. Fill out and submit reports as required.

Make sure portable generator is ready in case of power failure.

Performs any additional duties as needed and at the request of City Council.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the operation of a Class C water and Class D wastewater (stabilization ponds) facility.

Working knowledge of tools, methods, operations, and materials used in public works maintenance.

Considerable ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, and manipulate tools and objects requiring manual dexterity.

Working knowledge of the occupational hazards and safety precautions necessary to perform manual labor and maintenance work with water and wastewater systems.

Considerable skill in the operation of street sweeping equipment, and other public works equipment and vehicles.

Considerable ability to maintain equipment and vehicles, record information, and to follow a preventative maintenance program.

Working skill in building and grounds maintenance including carpentry, basic plumbing and electrical, painting and staining, etc.

Considerable ability to perform heavy manual labor, sometimes under adverse weather conditions.

Considerable ability to communicate effectively with other City employees, and the general public.

Considerable ability to follow oral and written instructions and to work independently with minimal directions and to prioritize work.

Attends one council meeting per month to keep the council informed of activities, problems, and possible future problems.

Attends meetings and seminars to remain current on new information relating to all aspects of the job.

MINIMUM QUALIFICATIONS

Valid Minnesota Class C driver's license.

Must have one year of maintenance experience.

Must have both a Class C water and Class D wastewater operator's certificates.

Must have or be able to obtain pesticide applicator's license.

DESIRABLE QUALIFICATIONS

Vocational or technical training in water and wastewater operations or one year experience in these fields.

Be willing to obtain other licenses as needed or requested by the City Council.