

City of Vergas

Job Description

POSITION TITLE:	Maintenance Operator
DEPARTMENT:	Parks/Streets/Water/Sewer
SUPERVISION RECEIVED:	City Council
DIRECTION & OVERSIGHT:	Utility Superintendent (day to day operations)
SUPERVISION EXERCISED:	None
FLSA STATUS:	Part Time not to exceed 32 hours
 Date of Latest Revision:	 02/14/2019

Position Summary:

Maintains all City property and buildings under the direction and guidance of the Utility Superintendent.

Essential Functions of the Position

The list of typical duties performed include, but not be limited to the following:

Performs a variety of maintenance and repair work as needed on city buildings and property.

Conducts all business with the public on behalf of the City in a courteous and respectful manner.

Inspects city property for hazards; maintains and repairs equipment including park areas.

Plants and cares for City owned flower gardens and planters.

Maintains park shelters and bathrooms including cleaning, painting, plumbing, repairing and emptying trashcans.

Performs general maintenance, cleaning and repair work; on city property, park facilities and grounds, picnic shelters; including lawn mowers, payloader, pick ups, and other equipment.

Installs and removes Christmas decorations on Main Street and other various city properties.

Responds to citizen concerns by answering questions and providing information and assistance.

Assists other City departments as needed.

Sewers:

Inspects and locates sewer lines for digging or sewer connection permits.

Assists in repairing sewer line breaks.

Assists in the operation and maintenance of sewer distribution system; including repair and maintenance of mains, manholes, hydrants, valves and associated equipment.

Ponds:

Maintains the area around ponds; including mowing and rodent control.

Maintains the operation of ponds under direction and guidance of the Utility Superintendent.

Water:

Installs, cleans, repairs and reads water meters. Turn water off/on resulting from repairs or unpaid bills.

Repairs or replaces water meters and shut-offs; including logging all repair work on equipment and performing pressure tests on lines and assisting in repairing water lines.

Assists in the operation and maintenance of water distribution system; including repairs and maintenance of water mains, manholes, hydrants, valves and associated equipment.

Streets:

Assists with the general repair and patching of streets; including filling cracks, painting cross walks and curbs and care of signs.

Removes snow from City owned streets and sidewalks; sanding and salting streets when necessary and shoveling snow away from Event Center, Liquor Store, Clerk's office, shop, lift stations and treatment plant.

Minimum Requirements

High school diploma or GED.

Possession of a valid Minnesota Commercial Driver's license (CDL) Class B with air brake endorsement or the ability to obtain one within ninety (90) days of employment.

Able to be on call as needed. Position is Monday-Friday as needed with rotating weekend shifts. Position will not exceed 32 hours per week.

KNOWLEDGE, SKILLS & ABILITIES

Considerable knowledge of tools, methods, operations and materials used in municipal maintenance operations.

Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with municipal maintenance operations.

Knowledge of federal and state laws, municipal ordinances, and regulatory requirements applicable to facilities and systems.

Skills in building and grounds maintenance including carpentry, plumbing, concrete work, welding, basic electrical, painting and staining, and dry wall.

Physical ability to perform manual labor for extended periods of time; at times under adverse weather conditions.

Ability to analyze repair and maintenance problems and determine appropriate solutions.

Working ability to communicate effectively with City staff and the general public.

Working ability to operate and maintain a wide variety of maintenance equipment.

Working ability to maintain accurate records.

Knowledge of procedures, policies and practices of water and sewer maintenance.

Ability to make minor operating adjustments and to recognize operation deficiencies of assigned equipment.

Ability to follow oral and written instructions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.