

City of Vergas**Job Description**

POSITION TITLE:	Utility Superintendent
DEPARTMENT:	Parks/Streets/Water/Sewer
SUPERVISION RECEIVED:	City Council
SUPERVISION EXERCISED: street and utility employees)	Summer Help (Part-time and temporary park,
FLSA STATUS:	Full Time, Non-exempt
Date of Latest Revision:	01/08/2019

Position Summary:

Is on call whenever necessary.

Essential Functions of the Position

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

Performs miscellaneous maintenance and repair work as needed on city buildings and property.

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

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

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

Puts up and takes down Christmas decorations on Main Street and around various city properties.

Assists other departments as needed.

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

Sewers:

Checks all lift stations as required for proper maintenance.

Removes and changes pumps as needed; cleans and unplugs pumps, repair pumps if needed.

Oversees and maintains the operation of lift stations, including repairing pumps, cleaning lift stations, maintaining lift station grounds, calibrate the main lift station twice a year, check stations and take time clock readings daily.

Inspects and locates sewer lines for digging or sewer connection permits; maintains records of line locations.

Operates a truck and other equipment to assist with the repair of water or sewer line breaks.

Assists in repairing sewer line breaks.

Oversees and maintains the operation of man holes.

Ponds:

Check ponds on a weekly basis and take depth reading. Inspect air release valve in force main.

Record rain and snow fall.

Maintain area around ponds, including mowing and rodent control.

Prepare monthly reports and take monthly samples and monitor wells as required.

Oversees and maintains the operation of pond area.

Water:

Maintains and repairs fire hydrants, including moving and painting hydrants, and preparing hydrants for winter, checking main value and taking care of locates; flush hydrants to help clean sewer pipes in Spring and Fall.

Installs, cleans and repairs water meters; reads water meters; may perform water main connections.

Repairs or replaces water meters and shut-offs; log all repair work done on equipment and performs pressure tests on lines and assists in repairing water lines.

Do daily check on wells, meters and chemicals. Bacterial and fluoride tests taken four times a year and do water samples when required. Maintain chemical pumps and rebuild or replace when necessary.

Read water meters on monthly basis, or when residents move in or out of residence. Turn water off/on resulting from repairs or unpaid bills.

Complete appropriate paper work and reports in a timely manner.

Streets:

Assists with the general repair and patching of streets, repair when work is done on utilities, including filling cracks, painting cross walks, curbs and care of signs.

Push snow off the streets; have streets sanded if necessary; keep snow away from Event Center, Liquor Store, Clerk's office, shop, lift stations and treatment plant. Keep City owned sidewalks clear.

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

Minimum Requirements

High school diploma

Class B Minnesota driver's license w/acceptable driving record with the city insurance carrier

Class C Water License

Class D Wastewater License

One year voc/tech or other post high school training in water maintenance, sewer maintenance, or related course work. Additional relevant work experience in water/sewer maintenance can be substituted for training.

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 for applicable facilities and systems.

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

Considerable ability to perform manual labor for extended periods of time, sometimes under adverse weather conditions.

Considerable 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.