

City of Vergas**Job Description****POSITION TITLE:**

Utility Superintendent

DEPARTMENT:

Parks/Streets/Water/Sewer

SUPERVISION RECEIVED:

City Council

SUPERVISION EXERCISED:

None

DIRECTION AND OVERSIGHT:

Part-time and temporary park, street and utility employees

FLSA STATUS:

Full Time, Non-exempt

Date of Latest Revision:

02/14/2019

Position Summary:

Is on call whenever necessary.

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.

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, payloaders, pick up, and other equipment.

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

Assists other City departments as needed.

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

Reports to the City Council monthly regarding parks, streets, water and sewer departments.

Sewers:

Checks all lift stations as required for proper maintenance.

Removes and changes pumps as needed. Cleans, unplugs and repair pumps as needed.

Oversees and maintains the operation of lift stations; including repairing pumps, cleaning lift stations, maintaining lift station grounds, calibrating the main lift station twice a year, checking stations and recording 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:

Checks ponds on a weekly basis and recodes depth reading. Inspects air release valve in force main.

Records rain and snow fall daily.

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

Prepares monthly reports and conducts monthly samplings and monitoring of wells as required.

Oversees and maintains the operation of pond area.

Water:

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

Installs, cleans and repairs water meters. Records water meter readings monthly. Performs water main connections.

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

Conducts daily check on wells, meters and chemicals. Performs bacterial and fluoride tests four times a year and water samples when required. Maintain chemical pumps and rebuild or replace when necessary.

Reads water meters on monthly basis, and when residents change ownership. Turns water off/on resulting from repairs or unpaid bills.

Completes appropriate paper work and reports in a timely manner.

Streets:

Oversees street projects and works with the City engineer planning and reviewing project work.

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

Removes snow off City owned streets and sidewalks, sands or salts when necessary and keeps snow away from Event Center, Liquor Store, Clerk's office, shop, lift stations and treatment plant.

Minimum Requirements

High school diploma

Class (CDL) B Minnesota driver's license with air brake endorsement with acceptable driving record with the city insurance carrier

Class C Water License

Class D Wastewater License

A year of vocational 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

Ability to prioritize and delegate work.

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.