

Job Description Public Works Employee

EXEMPT: No

DEPARTMENT: Maintenance

LOCATION: Lincoln, ND

JOB DESCRIPTIONS: Work is accomplished through delegation by Public Works Supervisor and expected compliance with established policies.

Performance is evaluated through direct observation, review of assigned work or projects, department managers, co-workers and compliance with established policies and procedures.

EDUCATION: High school diploma or equivalent

QUALIFICATIONS: Commercial applicator license in spraying of Ground Core, Right of Way, Ornamental Turf, to be obtained within 6 months.

-Class B CDL to be obtained within 3 months

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is regularly required to use hands tools and operate controls. The employee is frequently required to stand, walk, and work in confined spaces.
2. The employee must occasionally lift and/or move up to 75 pounds or more.

MAINTENANCE DUTIES IN GENERAL

1. Street Maintenance and mowing
 - a. Spring/Summer/Fall Duties
 1. Mow, trim, and weed control for all City lots
 - a. Lagoon
 - b. Water plant and water reservoir
 - c. Drainage ditches
 - d. Dead end streets
 - e. 14 acres southeast corner of Lincoln
 - f. City building
 - g. Sweep City Streets
 2. Change US flag as needed and remove snow flags from hydrants
 3. Repair streets, sweep streets and paint curbs
 - b. Winter Duties
 - a. Install snow flags on fire hydrants
 - b. Removal of snow from City streets and grounds
 1. Clearing snow from the City streets as needed

2. Sanding the streets and intersections as needed
3. Haul Snow and clean curb lines.

2. Sewer maintenance

- a. Ability to pass ND State Health Dept certification, when eligible, for waste water distribution and waste water treatment
- b. Flush storm sewer system, sanitary sewer system and manholes
- c. Monitor and control level of lagoon cells
 1. Lift stations operation
 2. Transfer between cells
 3. Assist supervisor with transferring between cells, discharging cells, and collecting samples for ND Dept of Health
 4. Maintain lagoon system
 5. Calibrating of Gas Detector every 190 days.

3. Water maintenance

- a. Ability to pass ND State Health Dept certification, when eligible, for water distribution and water treatment
- b. Check tower controls, filter controls, chart pump hours.
- c. Check the water ph, and copper for state.
- d. Maintenance of water treatment plant, lagoon lift station
- e. Exercise gate valves every spring or fall
- f. Collect samples as required by law
- g. Assist contractors at water break sight during construction repairs
- h. Disconnection and reconnection of water service for all nonpayment homes
- i. Assist with the flushing of hydrants in the spring, summer and fall
- j. Maintain water system as needed
 - a. Repair/replace faulty meters in homes and businesses
 - b. Deliver disconnect notices to homes if needed.

4. General maintenance of equipment

- a. Oil changes and minor repairs on all City owned vehicles.
- b. Clean and maintain the public tree and grass dump site.
- c. Take recyclables to the land fill.
- d. Organize, clean, and inventory shop.
- e. Maintain Parks lawn equipment/mowers
- f. Make sure the correct attachments are on the equipment for the appropriate seasons.

5. Record keeping

- a. Keep electronic charting records in a computer database
- b. Maintain files of all equipment used in the shop and throughout the City as well as required files for any water, sewer or city purposes.