

City of Bovill

Job Description – Maintenance Worker

This position requires a very versatile and observant individual, willing and able to assume the responsibility for maintenance of all city utility services.

The position requires a good to excellent physical condition and mental alertness at all times.

Operation of dump truck, backhoe, snowplow/grader, mower and small motors and ability to troubleshoot any equipment problems if necessary.

The position is expected to respond to at the least 40 hours per week, schedule flexible, Monday through Friday, some weekends, with a one-hour lunch break and morning and afternoon mid-shift rest breaks, not to exceed 15 minutes each. However, the hours and days will vary as needs and emergencies arise, for instance, snowplowing, broken water pipes, water or lagoon pump failure, etc.

A daily record of hours worked will be kept &/or comp time will be earned when time exceeds more than 40 hours per week.

All City employees will at times receive instructions and suggestions from more than one responsible “employer”. The Mayor or Mayor designee, is empowered as employer and is responsible to the electorate to provide all reasonable guidance and supervision necessary to keep city services functioning smoothly.

Public relations and the ability to talk with people in the community is extremely important and required!

Duties in specific areas include, but are not limited to, the following:

PARKS

1. Mowing, fertilizing, watering, weed control and general maintenance of lawns and trees, city parks and city properties.
2. Trash and garbage pickup.
3. Rodent control.
4. Replacement of light bulbs, repair and maintenance of park equipment and electrical hookups, and maintenance of clean rest rooms.
5. Placement of flags on street light poles on designated holidays and special occasions.

STREETS

1. Grade and gravel as needed.
2. Snowplowing as needed.
3. Gravel or sand intersections as needed when slick.

4. Maintain alleys.
5. Clean out culverts and storm drain once each year or more frequently as needed.
6. Install and maintain street signs as needed.
7. Mow grass along streets and alley right of ways and spray weeds along streets and alleys, around lagoon and along all public property within the city limits.
8. Cut grass around fire hydrants.
9. Remove snow from all city building entrances and see that all fire hydrants are kept accessible.
10. Trash and garbage pickup as needed.

WATER:

1. Read all meters on the 23rd-25th of each month, except when snow prevents access. Read commercial meters and out-of-town extended line meters every month.
2. Deliver shut-off notices as required (will be accompanied with water commissioner). Following non-payment during final grace period, shut off service to delinquent accounts on termination date, after checking with City Clerk to confirm that payment has not been made or extension granted.
3. Connect NEW water service hookups, only after confirmation that the applicable hookup fees have been received by the Clerk.
4. Turn on existing water service connections, only after confirmation that Clerk has received security deposit where appropriate, and any past due balance owed to the city.
5. Check the pumps daily, record data from pumps in pump log, and inspect the reservoirs weekly;
6. Check the main shut offs once a year.
7. Flush hydrants twice a year.
8. Clean and maintain the pump house facilities.
9. Check oil level in pumps daily and grease/repack pumps, as needed.
10. Maintain inventory of replacement meters, parts and boxes. Where possible, repair malfunctioning meters. When meter replacement is required, inform the Clerk so that the account can be charged promptly and accurately for the meter.

SEWER LAGOON:

1. Maintain and operate sewage treatment center;
2. Record and keep accurate records of testing done at facility;
3. Any other work required in the upkeep and proper functioning of sewage lagoon.

CITY EQUIPMENT & FACILITIES

1. Regular routine maintenance on all City equipment or facilities.
2. Maintain all City equipment or facilities in good working order or condition;
3. Record and keep accurate records of maintenance on City equipment;
4. Perform inspections on all city equipment whenever using the same.

ANY OTHER REASONABLE DUTIES, AS ASSIGNED.