

Water Department Assistant Position

Major Duties and Responsibilities:

- Assists in operating pumps, lift stations, and the operation of two city wells.
- Assists in testing and readings at wells and City Hall as well as other water tests as needed and required.
- Assists in maintaining city water and sewer lines as necessary, flush city fire hydrants as needed.
- Assist in Community Events, Including Railroad Days Summerfest, National Night Out, and Community Christmas as well as any others that might arise.
- Perform duties in a safe manner following generally accepted safety guidelines and provided equipment.
- Must be reliable and self-motivated.
- Work as a team member with other employees.
- Deal with others in a professional manner.

Other Responsibilities

- Assists in performing meter reader activities and work assignments.
- Assists in taking monthly readings for residential, commercials and city meters.
- Walks assigned routes, operating hand held encoders.
- Performs meters rereads.
- Deals with residents and animals en route as needed.
- Assists in adding and removing services for moving residents and businesses.
- Assists in meter installations.
- Assists in reconnecting service.
- Assists in Removing meters and determining if they need to be replaced or repaired.
- Assists in Installing new lines.
- Performs maintenance for main breaks.
- *Assists in providing snow plowing services for snow removal from city street, city lots, place cinders/salt as needed on city streets,

Performs other duties as directed by the Mayor, City Manager, and Board of Aldermen.

If hired, I agree to the duties listed above:

Name

Date