

**JOB TITLE:** CITY MAINTENANCE/UTILITY WORKER

**NAME OF SUPERVISOR:** CEYLON CITY COUNCIL

**DESCRIPTION OF WORK**

**GENERAL STATEMENT OF DUTIES:** Performs routine to skilled manual and maintenance work with the city streets, alleys, sidewalks, vehicles, equipment, water, wastewater, electric meters, buildings, grounds and park; and performs related duties as required.

**SUPERVISION RECEIVED:** By Ceylon City Council

**TYPICAL DUTIES PERFORMED**

Provides recommendation when hiring employees within department

Prioritizes and schedules daily work agendas and provides lead in all department operations.

Works with and corresponds with regulatory agencies.

Calls snow emergencies and decides when to sand intersections.

Recommends improvement to equipment and provides estimates for city budget.

Records and maps curb stops, valves, manholes, etc.

Records billings for all hire work, such as disconnects, service repair, meters, etc.

Gathers meter readings on water and electric meters monthly.

Gopher State locate requests.

Makes decisions and purchases equipment/supplies for department, within reasonable limit.

Other duties include, but may not be limited to:

Mows and trims grass on right of ways and at all City properties and at the park; sprays for weeds and fertilizes; plants, trims, and removes brush and overgrown trees as needed.

Maintains and repairs streets and alleys, lays gravel and blades as needed.

Plows, shovels, de-ices and sands from City streets, sidewalks and all City buildings.

Responds to calls involving plugged sewers, sewer backups, water main breaks, leaks and frozen water lines.

Cleans storm sewers and catch basins.

Straightens and replaces damaged street signs.

Maintains and adjust fire hydrants including repairing, painting, flushing, and preparing for winter.

Performs miscellaneous cleaning, maintenance, and repair work on City owned buildings including the park and shelter house.

Puts up and removes banners, flags and holiday decorations.

Waters and maintains City flower pots.

Oversees and assists part time employees.

Inspects lift station and pumps daily to ensure proper operation. Puts chemicals in as needed, collects test as required by MPCA and sends to lab for testing. Fills out and submits reports as required.

Check pump house daily to make sure equipment is working, to add chemicals as needed, check and record chlorine and fluoride readings, collects samples as required by MN Dept of Health. Fills out and submit reports as required.

Make sure portable generator is ready in case of power failure.

Performs any additional duties as needed and at the request of City Council.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the operation of a Class C water and Class D wastewater (stabilization ponds) facility.

Working knowledge of tools, methods, operations and materials used in public works maintenance.

Considerable ability to lift and carry heavy objects, crawl, bend, stand, reach, climb ladders, and manipulate tools and objects requiring manual dexterity.

Working knowledge of the occupational hazards and safety precautions necessary to perform manual labor and maintenance work with water and wastewater systems.

Considerable skill in operating maintenance equipment and vehicles.

Considerable ability to maintain equipment and vehicles, record information, and to follow a preventative maintenance program.

Working skill in building and grounds maintenance including carpentry, basic plumbing and electrical, painting and staining, etc.

Considerable ability to perform heavy manual labor, sometimes under adverse weather conditions.

Considerable ability to communicate effectively with other City employees, and the general public.

Considerable ability to follow oral and written instructions and to work independently with minimal directions and to prioritize work.

Attends one council meeting per month to keep the council informed of activities, problems, and possible future problems.

Remain current on all new information pertaining to all aspects of the job.

**MINIMUM QUALIFICATIONS**

Valid Minnesota Class C driver's license

Must have one year of maintenance experience

Must have both a Class C water and a Class D wastewater operator's certificates

**DESIRABLE QUALIFICATIONS**

Vocational or technical training in water and wastewater operations or one year experience in these fields. Be willing to obtain other licenses as needed or requested by City Council.