

## **Job Description for Public Works Department**

### **Water Department**

To perform all duties required in the function of the City water department. To handle all problems, replace or repair water meters that are defective. To dig and install water systems for new residences and to replace or repair old systems as needed. Read water meters, contact customers for past due water bills, shut water off at delinquent accounts. Turn water on for new accounts. Locate service lines for other utilities.

Have the responsibility of ensuring that safe and pleasant drinking water is delivered to everyone's tap within the city. Also having the responsibility to provide adequate amounts of water pressure are available during times of emergencies, such as fire.

### **Sewer Department**

To perform each and every duty required in connection herewith, to keep system continually functional, in good repair and in compliance with all requirements prescribed by law. Install service lines for new residences. Locate service lines for other utilities. To perform other duties as directed by Mayor.

### **Street Department**

To perform all necessary functions for maintaining city streets and alleys as needed. This is to include, but not necessarily limited to the sweeping, repair of potholes, grading, picking up debris, control grass and weeds on street right of ways and in creek bed, sanding and plowing in winter. To perform other duties as directed by Mayor.

### **Park Department**

Maintain city parks. This will include fertilizing, watering, trimming, mowing, and raking the grass. Weeding the flower beds as needed. Cleaning and maintaining the park restrooms. Inspecting and repairing play equipment. Maintaining cook house and picnic tables as needed. Keeping park areas clean of debris. Empty park and all city garbage cans when needed in proper receptacle. To perform all other duties as directed by Mayor.

### **Janitorial Department**

Maintaining City Hall; including sweeping, vacuuming, dusting, and emptying waste baskets during the work week. Mopping and waxing floors when needed. Shovel snow from sidewalks and apply de-ice when needed. To perform additional duties as directed by Mayor.

### **Miscellaneous**

Maintain and repair city equipment as needed. Have an active preventative maintenance program for lube, oil and filter changes on city equipment.

Work Schedule:

The water & wastewater superintendents shall work from 8 am to 12 pm and from 1 pm to 5 pm consisting of an 8-hour day. Every two hours they will receive a 15-minute break as required by Labor & Industries. The work days will be Monday through Friday consisting of a 40-hour week. There will be no paid overtime, however comp time will be allowed. If an employee is called out for an emergency after regular hours he or she will receive a minimum of 1-hour comp time. The above work schedule may change with the Mayor's approval.