

# Maintenance Operator Tasks

- ✓ Read the water meters on the first day of the month and print the bills.
- ✓ Check, monitor, and document well house readings/pressures daily.
- ✓ Take monthly water samples to Magic Valley Labs.
- ✓ Take water chlorination tests, document, and monitor the level.
- ✓ Monitor sewer system - the generator has fuel and is working properly, put water into lagoons when needed (per evaporation), etc.
- ✓ Keep up with routine maintenance and/or repairs on all city vehicles/equipment.
- ✓ Repairs/maintenance on the city systems (Water & Sewer).
- ✓ Check backflow devices to verify if they are in compliance. Issue Installation Permits. If not in compliance, follow through with Cross-Connection/Backflow Ordinance 2018-02 guidelines.
- ✓ Any suggestions for improvements on behalf of the City of Dietrich (to be discussed and/or approved at a city council meeting with council & mayor).
- ✓ Set up an organized & clean work environment. Practice safety procedures & protocols when performing duties.
- ✓ Other duties as assigned.

## Summer:

- Mowing: City Park, Lagoons, and Well House
- Clean out the grates on the north end of the park, especially when mowing.
- Make sure the park is kept clean and ready for use by patrons. This includes cleaning the restroom, making sure garbage is taken out & garbage bags are in the canisters, sweep out the pavilion, and clean the tables.
- Spray for weeds throughout the city (lagoons & well, around the tennis courts, along the street sides, etc.).
- Weed-eat around items in the city park (trees, flower box, sign, sidewalks, sprinklers, etc.) and the fire hydrants.
- Sprinkler system - set during needed times & blown out before winter (We usually hire the same representative as the school to save money).
- Make sure the lagoons have sufficient water levels because they are evaporating ponds.
- Put extra water on the new trees. Monitor if additional nutrients are needed.

## Winter:

- Keep the main roads clear and clean of snow. You are NOT responsible for people's driveways.
- Sprinkle sand/salt mixture when needed.
- Make sure the water meter holes are insulated to keep them from freezing.
- Make sure parking lot & doorway are clear (by shoveling & putting down rock salt when needed) at city hall for patrons.