

# Maintenance Operator Tasks

- ✓ Read the water meters on the first day of the month and print the bills.
- ✓ Check, monitor, and document at the well house daily.
- ✓ Take monthly water samples to Magic Valley Labs.
- ✓ Take water chlorination tests and document the level of chlorine in the system daily.  
Monitor sewer system - the generator needs to be started once per month and when the electricity goes out. Make sure that batteries are always charged and ready. Replace when needed. Check generator fuel levels. Document pump information and power consumption of the pumps daily. Make sure the lagoons have sufficient water levels per evaporation. Keep weeds out of lagoons. Check and make sure that all valves and gates are working properly.
- ✓ Keep up with routine maintenance and/or repairs on all city vehicles/equipment.
- ✓ Repairs/maintenance on the city systems (Water & Sewer) and/or (council approval required) hire maintenance/repair work to be completed.
- ✓ Repairs/maintenance on city streets with assistance as needed from the highway department (council approval required).
- ✓ Check backflow devices to verify 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 meetings with council & mayor).
- ✓ Setup an organized & clean work environment. Remove trash from city hall by taking it to the Shoshone dump & help keep the restroom and office area clean. Practice safety procedures & protocols when performing duties.
- ✓ Other duties as assigned.

## Summer:

- Mowing: City Park & by City Hall (Lagoons, and Well House - when needed)
- Clean out the grates on the North West corner of the park, especially when mowing.
- Make sure the park is kept cleaned 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 house, lift station, around the tennis courts, along the street sides, alleys, etc.) (Robert suggested using Trimadic Weed Spray so it doesn't kill the grass).
- Weed-eat around items in the city park (trees, flower box, sign, sidewalks, sprinklers, etc.) and the fire hydrants.