**Position:**  Maintenance Worker

**Department:**  Public Works

**Accountable to:**  Public Works Superintendent

**Primary Objective of Position**

Assist in the maintenance of the City streets, alleys, water system, sewer system, refuse collection, cemetery and parks to keep them in good working order and sound condition.

**Desirable Knowledge, Skills and Abilities**

* Class "1A" Water Treatment; Class “1” Water Distribution; Class “1A” Waste Collection
* Valid CDL
* Knowledge of equipment and tools used on the job.
* Knowledge and skill to inspect, repair and adjust pumps, wells, hydrants, valves, well house equipment, and sewer plant equipment, water lines and sewer lines.
* Knowledge and skill in the installation and repair of water meters.
* Knowledge and skill in taking samples of water and sewage.
* Knowledge to keep accurate records for water and wastewater activities.
* Ability to properly inspect motors and pumps and to analyze need for repair or replacement.
* Ability to establish and maintain effective working relationship with other employees, public officials and the public.

**Major Areas of Accountability**

* Maintains accurate records relating to the repair and maintenance of streets, sewer lines, water lines, and all other systems and equipment of the City as a guide to analyzing recurring problems.
* Operates equipment including trucks, tractor, snow blower, power mower, chain saw, etc.
* Performs various preventive and corrective maintenance services on City equipment and vehicles to insure safe and proper operation.
* Operates various mechanic/shop power equipment and hand tools.
* Maintains all City owned property, performs minor carpentry, paint and minor repairs as necessary.
* Consults with engineering consultants on public works and public utility construction projects.
* Participates in pre-construction conferences on public works and utility construction projects.
* Identifies problem areas and suggests remedial action.
* Ensures the timely completion of planned preventive maintenance programs.
* Responds to emergency situations as necessary.
* Provides technical assistance as requested.

**Sewer and Water Departments**

* Performs daily checks on functioning of pumps, motors and related equipment in connection with wells, water pumping and ponds at wastewater plant.
* Checks for proper operation of pumps and controls and correct injection and usage of water and wastewater treatment chemicals.
* Identifies maintenance needs and assists in performing maintenance and repair on water tower, well house and wastewater treatment plant.
* Performs repairs and corrective maintenance as necessary to avoid service interruptions.
* Participates in inspection, maintenance and repair of all water lines, sewer lines, valves and water hydrants throughout the City.
* Flushes storm and sanitary sewers, clean storm catch basins.
* Performs routine testing of samples from water and sewer.
* Replaces and repairs water meters as needed.
* Flushes water tower as needed and hydrants from tower out bi-annually.
* Installs water meters in consumer establishments.
* Examines pipes to detect leaks and repair if necessary.
* Opens , flushes and repairs sewage lines using hand/power tools to repair damaged lines/components.
* Walks or drives over established route and takes readings of water meter dials.
* Inspects meters and remotes for defects, damage or unauthorized connections.
* Verifies readings to locate abnormal consumption fluctuations
* Turns service off or on for occupants.
* Locates water and sewer lines as requested by North Dakota One Call.
* Collects water and wastewater sample for in house or laboratory testing to ensure water quality and mandated guidelines.
* Perform any other tasks as required or assigned by the City Council.

**Garbage & Landfill**

* Drives a garbage truck on scheduled route.
* Loads solid waste onto the truck and properly positions the load for transport.
* Transports the load to the specified waste disposal site and deposits the load.
* Checks and maintains all fluid levels of vehicle.
* Obeys all city, state, and federal driving regulations.
* Ensures the landfill is operated in accordance with EPA and State guidelines.
* Monitors vehicles as they enter, unload and leave the landfill. Gives directions to citizens.
* Upkeep of material drop off areas to include construction and demolition, brush pile and white goods areas, and also performs general clean-up of all areas.
* Cleans areas in and around the Landfill or the access road.
* Removes excluded dump items from cells such as tires, batteries and paint.
* Enforces city ordinances, state and federal laws and regulations related to sanitary landfill operations.

**Public Works & Highway Departments**

* Assists in maintenance of streets by filling potholes and cleaning storm sewer intakes.
* Plows snow.
* Cleans sidewalks as needed.
* Mows Right-of-ways.
* Maintains and repairs drainage system.
* Sprays for mosquito control.
* Maintains and repairs traffic signs and road markings.
* Receive, investigate, and resolve public complaints; respond to requests for information.
* Check streets, sidewalks, curbs, gutters, medians, drainage channels, and related facilities and equipment for needed maintenance and repairs.
* Checks vehicles to insure proper and safe operations; performs routine maintenance and emergency repairs
* Sprays for weed and pest control, plants, prunes, and removes trees and shrubs.
* Operate a variety of equipment including trucks, air compressors, rollers, mud-jack, tar pots, concrete saw, circular and quickie saws, jackhammers, electric drills, water pumps, and other similar equipment and machinery used in repairing and installing drainage structures, water and wastewater pipes and appurtenances in various weather conditions.
* Utilize a variety of hand and power tools; routine maintenance of such equipment; collection and cleaning of tools and materials after utilization.
* Provide support to assist staff in the completion of their duties and responsibilities.
* Inspect and restore equipment fluid levels including oil, fuel, water and transmission fluid; lubricate equipment as needed; report the need for repairs.
* Reports daily work to the Public Works Superintendent.
* Maintain safety regulations including wearing appropriate clothing, erecting proper barricades and signage and using proper equipment and materials.
* Performs other public works duties as may be required and can be reasonably expected of an employee in this capacity.
* Locate, install, maintain and repair a variety of water and drainage piping for water distribution including fire hydrants, pipes, valves and service connections; repair and reconnect water utility breaks; drain water from project site as necessary.
* Prepare site location including placing barricades and warning signs for safety; build, paint and repair barricades as necessary.
* Maintain street signs and markings and other traffic operation related duties.

**Responsibility for Work of Others**

* May provide on-the-job direction to seasonal or temporary employees as required in certain job-related situations.

**Work Conditions**

* Outdoor work in all kinds of weather, many times in awkward positions and dangerous places.
* Abnormal hours for snow removal and emergencies.
* Heavy Lifting
* Working with hazards of fumes, machinery, climbing, excavations, etc.