

CITY OF SHAFER  
JOB POSITION DESCRIPTION

DATE: Revised 12-02-2008

POSITION TITLE: Director Public Works Water and Sewer  
Operator/Maintenance

REPORTS TO: Mayor – Assistant Mayor

SUPERVISES: Public Works/Maintenance Employees

BASIC FUNCTION: Provide for the maintenance, repair and operation of the City's water, sewer and storm-water sewer systems and wastewater treatment facilities. To perform maintenance and repair duties for City's streets and infrastructure, parks, property, buildings and equipment.

LICENSES REQUIRED: Class "D" Waste Water  
Class "D" Water  
Class "B" CDL

**AREAS OF RESPONSIBILITY; BUT NOT LIMITED TO:**

1. Meet All State Requirements
2. Uphold City Ordinances
3. City Water System
4. City Sanitary Sewer System
5. City Wastewater System
6. City Storm-water Sewer System
7. City Water Meters
8. City Streets and Infrastructure
9. City Snow Removal
10. City Parks
11. City Property
12. City Buildings
13. City Equipment
14. Report to Mayor or designated Council-member
15. Reports and Record Keeping
16. Attend Meetings

## ESSENTIAL FUNCTIONS:

### 1. WATER SYSTEM

- A. Operate and maintain water wells, water tower reservoir, water pumps and pump-houses, water mains, water meters, fire hydrants, etc.
  - a. Meet all State reporting and testing requirements
  - b. Provide safe, adequate water supply
  - c. Provide for inspections and repair of water system
  - d. Monitor water system and maintain records
  - e. Provide maintenance of water system
  - f. Provide/monitor service taps into water main
  - g. Monitor service water line repairs/installation
  - h. Provide maintenance of water meters
  - i. Read water meters and maintain reading records
  - j. Provide maintenance of water tower lights
  - k. Shut-off/turn-on water service to private properties
  - l. Maintain, repair, keep accessible and flush fire hydrants

### 2. SANITARY SEWER

- A. Operate and maintain sanitary sewer lift stations, sewer mains, manholes, pumps, etc.
  - a. Provide for operation of lift stations
  - b. Provide for inspection and repairs of sewer system
  - c. Monitor sewer system and maintain records
  - d. Provide maintenance of sewer system
  - e. Monitor service line repairs/installation
  - f. Provide for entry into confined spaces
  - g. Inspect and maintain manholes

### 3. WASTEWATER TREATMENT PONDS

- A. Operate and maintain wastewater treatment ponds and infrastructure.
  - a. Meet all State reporting and testing requirements
  - b. Provide for operation of pond system
  - c. Discharge ponds
  - d. Provide for repair of wastewater ponds system
  - e. Provide maintenance of wastewater pond system
  - f. Monitor wastewater ponds and maintain records
  - g. Maintain mowing of pond property
  - h. Maintain access road to pond property

### 4. STORM-WATER SEWER SYSTEM

- A. Maintain a free-flowing storm-water sewer system
  - a. Inspect and monitor storm-water sewer system
  - b. Provide for repair of storm-water sewer system
  - c. Provide maintenance of storm-sewer system and ditches

### 5. STREETS AND STREET INFRASTRUCTURE

- A. Repair and maintain city streets, city driveways, parking areas, sidewalks, boulevards, street lights, street signs, equipment, etc.
  - a. Provide for repair of city streets

- b. Provide snowplowing and sanding of city streets
- c. Provide for sweeping of city streets
- d. Provide maintenance of city streets
- e. Provide striping of city streets
- f. Monitor city streets and maintain records
- g. Provide maintenance and repair for city driveways
- h. Provide snowplowing of city driveways/parking areas
- i. Provide maintenance of city sidewalks/hall entry ramp
- l. Provide snow shoveling and salt on city sidewalks/ramp
- m. Monitor and maintain records of city sidewalks
- n. Monitor street lights for light replacement and repair
- o. Report to NSP for light replacement and repair
- p. Provide mowing and maintenance of city boulevards
- q. Plant and maintain city boulevard trees and plants
- r. Provide maintenance of city street signs
- s. Provide repair/replacement of city street signs
- t. Provide maintenance of city equipment
- u. Provide basic repair or arrange repair of city equipment
- v. Monitor equipment and maintain records
- w. Provide safe operation of city equipment
- x. Assist City Weed Inspector
- y. Remove weeds/grass from private property

#### 6. CITY PARKS

- A. Inspect, maintain and repair city parks and parks equipment and ice rink.
  - a. Provide maintenance of city parks and park equipment
  - b. Provide for repair of city park equipment
  - c. Provide mowing and snow removal for city parks
  - d. Perform flooding and snow removal for city ice rink
  - e. Plant and maintain trees and plants at city parks
  - f. Monitor and inspect city parks and equipment for safety
  - g. Maintain records

#### 7. CITY PROPERTY

- A. Maintain and repair city property and city compost
  - a. Provide maintenance of city property
  - b. Provide for repair of city property
  - c. Provide set-up and removal of city decorations
  - d. Maintain city compost
  - e. Open compost to public

#### 8. CITY BUILDINGS

- A. Maintenance, including cleaning, repair of city buildings and building contents and furniture and equipment moving and set-up.
  - a. Provide for maintenance of city buildings
  - b. Perform cleaning of city buildings
  - c. Provide for repair of city buildings
  - d. Provide for maintenance and repair of building contents
  - e. Perform moving of city buildings furniture/equipment

f. Provide set-up and removal of election equipment

## 9. CITY EQUIPMENT

A. Repair and maintenance, including record keeping, and requests/reports for city equipment.

- a. Provide basic repair or arrange repair of city equipment
- b. Provide maintenance of city equipment
- c. Monitor equipment and maintain records
- d. Provide reports on status of city equipment
- e. Provide written requests for city equipment purchases
- f. Provide cost estimates for equipment repairs/purchases
- g. Safely operate motorized/non-motorized city equipment

## 10. OTHER ESSENTIAL FUNCTIONS

A. Physical demands, environment, emergencies, responsibilities, personal attributes, etc.

- a. Walking, holding, pushing, pulling, bending, climbing
- b. Lifting up to 75 pounds
- c. Seeing, hearing, contact with loud noise
- d. Ability to wear and use safety equipment
- e. Ability to work in varied/extreme weather conditions
- f. Ability to work with raw sewage/hazardous materials
- g. Ability to work at high elevations
- h. Ability to work in confined spaces
- i. Ability to be on call for emergencies
- j. Ability to work overtime for emergencies
- k. Required compensatory time-off in lieu of overtime pay
- l. Required probationary period of 6 months
- m. Responsible to Mayor or designated council-member
- n. Responsible for reporting city ordinance violations
- o. Responsible for upholding city ordinances
- p. Ability to take directions and act accordingly
- r. Ability to work alone responsibly
- s. Ability to deal with public and public issues
- t. Problem solving ability
- u. Able to read, write and do math
- v. Able to attend meetings outside of normal work hours