

City of Columbus

Public Works – Maintenance Worker

PRIMARY OBJECTIVE:

To perform skilled and semi-skilled work in a variety of maintenance and repair functions associated with a small municipality. Including management of the municipal water supply, all aspects of waste water operations, street repair and maintenance, building and grounds repair and maintenance, minor repair and maintenance of equipment, and ordinance enforcement.

SUPERVISION RECEIVED:

Works under the policy guidance and general direction of the Mayor.

SUPERVISION EXERCISED:

None, generally. May supervise part-time, temporary or other staff, as assigned.

ESSENTIAL JOB FUNCTIONS

The essential functions listed below are intended to describe the work that must be performed. The omission of other duties not listed does not exclude them if the work is similar, related, or a logical assignment to the position.

STREETS:

- Street, gutter and sidewalk maintenance, repair, and cleaning using street sweeper and skid-steer.
- Sweep and clean walks, clean up debris and collect waste from Mainstreet garbage receptacles.
- Maintains street signs; removes hazards in roadway.
- Perform snow removal using snow removal equipment including snow plow and skid-steer; manual snow removal as necessary.

GROUNDS:

- Operate tractor mowers, weed eaters, chemical sprayers and mosquito fogger.
- Spray, trim and mow weeds and grass on city property and unmaintained private property
- Provide annual report of mowed properties to City Auditor for billing.
- Read and comprehend directions on labels for safely mixing chemicals.

SEWER:

- Responsible for proper management and maintenance of sewage lagoon.
- Routinely inspect, monitor, and provide necessary maintenance to ensure proper operation of the lift station.
- Test and maintain portable generator.
- Respond to sewer backups and take appropriate action.
- Responsible for necessary lagoon samples and reporting to the Department of Health.
- Operate wastewater equipment

WATER:

- Responsible for monthly water testing and reporting to the Department of Health.
- Routinely check water pressure at water tower.
- ~~Responsible for operation of bulk water system.~~ Responsible for maintaining bulk water plant building and grounds.
- Install, repair, and maintain all residential and commercial water meters and registers.
- Perform preventive maintenance and repairs on fire hydrants.
- Turn water on/off as requested for maintenance, non-payment, new service, etc.
- Respond to water main breaks and take appropriate action, provide on-site supervision of repair.
- Must be present when any city water lines or sewer lines are exposed, crossed, or hooked up.
- Order and maintain inventory of supplies for maintenance and repair of water meters.

STORM WATER:

- Perform storm water drainage maintenance, repairs and installations.
- Inspect culverts, catch basins and ditches to determine the necessity of maintenance or repair.
- Identify, analyze and correct drainage deficiencies.

EQUIPMENT:

- Perform basic maintenance and cleaning of vehicles and equipment.
- Maintain maintenance records on all city vehicles and equipment.

FACILITIES:

- Perform custodial work required for the cleaning, upkeep, minor maintenance and repairs to city buildings; report major problems.
- Put-up and take down flags and holiday decorations.

ADDITIONAL REQUIRED DUTIES:

- Attend City Council meetings and provide written/verbal report to City Council on preceding months activities and progress with ongoing projects.
- Review, oversight, and enforcement of building permits and applicable building codes.
- Enforcement of city ordinances including citations and follow-up action as necessary.
- Respond to customer service requests within the scope of City maintenance responsibilities.

MINIMUM QUALIFICATIONS:

- Ability to be present at the primary work premise within 30 minutes.
- Must possess a valid North Dakota driver's license.
- Possess a class 1A Water Distribution or ability to obtain within one year.
- Possess a class 1A Wastewater Collection or ability to obtain within one year.
- Any other certification required by State or Federal agencies or by the employer.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read infrastructure maps and engineering drawings for the purposes of locating city utilities.
- Ability to perform arduous tasks for extended periods of time in all types of weather.
- Ability to monitor safety conditions, recognize unsafe situations and knowledge of OSHA regulations.
- Knowledge of traffic laws as applied to operating city vehicles and equipment.
- Knowledge of general equipment maintenance and repair techniques.
- Knowledge of federal and state laws, city ordinances, and regulatory requirements for water facilities and wastewater collection systems.
- Knowledge in the safe use of operating hand tools, power tools, and other equipment.
- Knowledge in the safe operation of skid-steer, chainsaws, brush saws, weed trimmers, and power hand tools.
- Skilled in operating equipment for snow removal and landscaping.
- Skilled in building maintenance, welding, plumbing, carpentry and painting.
- Ability to read meters and gauges to detect when problems are occurring and respond appropriately.
- Ability to work in confined spaces when flushing sewers or repairing water mains and to work with some exposure to infectious disease.
- Ability to perform manual excavation using a shovel to locate and repair water mains or sewer lines.
- Ability to work with exposure to vibrations from operating equipment.
- Ability to promptly and professionally respond to resident concerns and complaints.
- Ability to adhere to safety rules and procedures, work rules and city policies.
- Ability to work independently and as a team, take responsibility, exercise good judgement, employ good time-management skills, and maintain effective working relationships with the City Auditor, the Mayor, and City Council.
- Ability to understand and carry out oral and written instructions, ability to cooperate with a wide range of individuals, to maintain confidentiality as needed, and to work with the public.
- Ability to communicate effectively and tactfully, both orally and in writing with city employees, and the city's customers.
- Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically outside, and therefore, subject to climatic extremes.

While performing the duties of this job, the employee is regularly required to sit, talk or hear, stand, walk, use hands to handle or operate objects, tools or equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell; lift up to 75 pounds and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts or in outside weather conditions. The noise level in the work environment may require hearing protection, with the exception of the office area. The work environment is also subject to various odors. Ability to work at heights of up to twelve feet.

It is the policy of the City of Columbus to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.