

Maintenance

Village of Beaver Crossing

Under the Executive Direction of the designated supervisor, Mayor and City Council

Definition:

Plans and performs work in a variety of activities related to water distribution, water treatment, and wastewater operations; job involves system maintenance, water quality, chemical analysis of treatment plant, customer service, leak detection of mains and services. Keep water treatment plant, lift station, and lagoon in compliance with State and EPA regulations. Keep water park (Pool) in compliance with State rules and regulations for water quality and general maintenance. General maintenance of all sprinkler systems of the city.

Essential Job Function:

Assist in planning, scheduling, coordinating and help with assigning workers and equipment to the distribution system and service line construction, installation, repair and maintenance projects; coordinates work with other utilities, contractors, and street department to avoid disruption of services; supervises work crews and advises to proper procedures; inspects work to assure quality and that regulations and policies are followed; assist in planning location of services to business; works with contractors and building owners; supervises clean-up as work is completed; helps locate water leaks; locate mains and lines; monitors work of contractors and others when excavating in proximity of mains and other installations. Maintains clear-well, filters, monitors, and instrument panel monitors and adjusts pumps, and other plant machinery to ensure water pressure and flow; ensures water quality by monitoring and adjustments to the treatment process, take samples and test for chlorine and other substances. Assist in maintaining a stock of materials, sees materials are at the job site, observes safety regulations; helps keep maps and records; is available for trouble and service calls; prepares location maps or plots of installations; materials and equipment utilization; checks projects to maintain efficiency and economy; mowing the park; mowing the lagoon; performs other related work as required; is available for on call duty. Must have good physical condition and health; sufficient physical strength and ability to perform light and heavy manual tasks. Must be able to perform other work as assigned by supervisor; maintain a harmonious working relationship with other employee's and the general public. Work in other departments as needed or directed.

Job Standards and Skills

Mechanical aptitude; thorough knowledge of methods, materials and equipment used in water distribution, water treatment, and wastewater treatment; working knowledge of hazards inherent to a water and wastewater system and precautions be taken; ability to effectively communicate instructions; ability to plan, organize, coordinate and supervise the work of others; ability to establish and maintain an effective working relationship with other employees, agencies, the City Council, and the public; ability to perform arithmetic calculations; skilled in the use and care of the tools and equipment of the trade; ability to operate heavy and light motorized equipment; can prepare meaningful and comprehensive reports. The ability to apply first aid and perform artificial respiration is not required but highly encouraged. A list of weekly, monthly, yearly and as needed duties will be provided to help organize and guide your schedule.

1. All employees hired are on a six (6) month probation period.
2. Possession of a valid Nebraska driver's license.
3. Home telephone or cell phone. The village will provide \$50/month towards a cell phone used for the position.
4. Must be available to be on standby or on call.
5. Obtain and hold Grade IV Water System Operator Certification under State and EPA regulations.
6. Obtain and hold the Lagoon Certification under State regulations.
7. Must reside within a 20-minute response time of the most direct route to work site.
8. Must attend monthly board meeting and give a report of monthly activities.
9. CPR is not required but HIGHLY recommended and will be provided for by the Fire Department
10. Hepatitis B immunization will be made available to the employee by the Village.
11. Must have a Pool Operators License
12. Must have a Pesticide license to spray mosquitos

Experience and Training:

Must have a high school diploma or a GED. The clerk will assist you in signing up for certification/license classes. Once you have chosen a class the next step will to be presenting this to the City Council by the first regular board meeting following your hire date. Upon approval of the board you will be asked to sign the Training Agreement contract. Study guides will be available upon request from the clerk.

Job Location

Village of Beaver Crossing
 800 Dimery Avenue and 742 Elk Street
 Beaver Crossing, NE 68313

Equipment:

Mowers, tractor and attachments, skid steer and attachments, maintainer, Street sweeper, ATV, pickup, weed eater, chainsaw, and any other equipment the Village assigns

I hereby acknowledge receipt of the foregoing job description.

Signature _____ Date _____

Acknowledged that you received job description.

 Chairman of the Board

Job Description List:

The duties of the maintenance person shall consist of, but not limited to:

Water System:

Daily (7 Days a Week):

1. Check water pumps and record gallons pumped.
2. Check heat during winter in pump houses and village shop.

Weekly

1. Grease water pumps.

Monthly:

1. Run auxiliary pump.
2. Send water samples to State Department of Health.
3. Collect delinquent water/sewer bills.

As Needed:

1. Add polyphosphates and chlorine.
2. Turn water on/off for residents upon request.
3. Repair Mains.

Lift Station and Sewer Lines

Daily (7 Days a Week):

1. Check lift station and record meter readings.

Weekly:

1. Add degreaser and enzymes.

Monthly:

1. Record kilowatt hours of electricity used.

Semi-Annually:

1. Grease pumps.

As Needed:

1. Repair force mains and manhole.

2. Repair Sewer Lines.

Equipment:

1. Grease and change oil
 - a. Maintainer – Spring and Fall
 - b. Tractor, Skid Steer, UTV, Mower, Pickup – As hours or miles indicate according to owner's manual
2. Grease small mower after each ½ day's use
3. Keep all equipment in good running condition which includes but is not limited to:
 - a. Washing equipment regularly
 - b. Storing equipment in shop when not in use
 - c. Replacing air filters when needed if applicable
 - d. Repairing or facilitating the repair of broken equipment as needed

Lagoon:

1. Mow twice per summer.
2. **Monthly** inspect water levels.
3. **Quarterly** take water samples to Lincoln.
4. **Weekly** check underdrain.
5. Report sample results to the state.
6. Discharge lagoon according to Nebraska DEQ regulations and permit.

Street:

1. As needed drag, maintain, gravel, rock; patch or repair pavement, mow ditches, pick up tree limbs and debris, install or repair culverts, clean out drains, ditches and culverts
2. Tar cracks in streets approximately every three years.
3. Keep all streets and alleys cleared of snow in a timely fashion.
4. Empty trash barrels on Dimery Street.
5. Provide rock, gravel or dirt to residents and record for clerk to invoice.

Hydrants and Tower:

1. **Annually** drain and clean tower. (Complete examination every three years).
2. **Quarterly** flush all hydrants.
3. Keep hydrants free of vegetation.
4. **Constantly** maintain pressure.
5. When electricity goes off (day or night), start auxiliary pump.

Park:

1. Keep grass mowed short and do necessary trimming.
2. **Daily** check restrooms for supplies and cleanliness.
3. Empty trash barrels.
4. Spray weeds. (Dandelions in the fall)
5. Monthly mow creek banks with sickle mower during the summer (or as needed).
6. Help the flower club maintain trees and flowers.

7. Schedule use of ballfields.
8. Maintain and repair buildings, fences, and grandstands.
9. Drag ballfield prior to games.
10. Maintain lights.
11. Maintain scoreboards.
12. Maintain and repair playground equipment.
13. Help prepare pool for swimming season.

Other Duties:

1. Display flags on National Holidays.
2. Display Christmas decorations.
3. Fog for mosquitos as needed.
4. Blow out private property water lines when requested and help residents around their property as time and equipment allow.
5. Mow around flowers on west end of Dimery Street.
6. Mow abandoned property and inform the clerk.
7. Set up voting booths for elections.
8. Supervise court appointed community service workers.
9. Supervise any part time help.