

MAINTENANCE SUPERINTENDENT

Job Description

General Overview:

The Council has certain expectations for the operation of the City of Hendrum. The Council considers the appearance of the city and the park to be very important. We also expect the Maintenance Superintendent to be able to work with and for the public (Citizens of Hendrum). They must be visible and available to answer questions and take care of appropriate problems that may arise in which citizens may need the City's help. Complaints and problems should be brought to the City Council's attention.

1. Maintain Water System

- a. Must have or be able to obtain within 18 months a Minnesota Class D license for water.
- b. Attend training class at least once a year to keep water license current.
- c. Keep water wells in good operating order.
- d. Keep the fluoride pump in the water plant in good operation and adjust to the proper level by testing to maintain compliance with guidelines as per the MN Dept. of Health.
- e. Gate valves in the pump house should be operated on a regular schedule. Also, any gate valves located in the distribution system should be completely closed and then reopened at least once a year.
- f. Keep an up-to-date map of all valves in the system.
- g. Fire hydrants should be flushed at least twice a year. The valve should be open and closed and the shaft oiled if needed. Special attention should be given to hydrant condition in the fall for drain back to maintain good fire protection.
- h. Complete utility work orders issued by City Clerk-Treasurer in a timely manner.
- i. Keep current on technology to advise/recommend council consideration.

2. Maintain Wastewater System

- a. Must have or be able to obtain within 18 months a Class D license to operate a wastewater treatment facility and keep license current.
- b. Complete required flushing and inspection of waste collection system.
- c. Maintain collection system in the best condition possible.
- d. Check and clean manholes as required, making sure lids are in good condition.
- e. Complete required testing to maintain compliance with State regulations.
- f. Pond area: Keep ponds mowed and keep any debris, vegetation, or burrowing animals that may interfere with operation of the pond, off the pond.
- g. Pump water from primary to secondary pond to get maximum value from lab tests.
- h. Keep current on technology to advise/recommend council consideration.

3. Maintain Storm Sewer System

- a. All traps cleaned at least once a year.
- b. Maintain city-street ditches so that water flows easily to storm sewers or out of town.
- c. Open and close the storm sewer shut off at least twice a year. Once in the spring and once in the fall.

4. Maintain Streets

- a. Fill cracks.

- b. Consult with City Council on major damage.
 - c. Clean streets as needed.
- 5. Maintain Alleys**
- a. Gravel as needed.
 - b. Use city blade and level alleys as needed in spring, summer and fall.
 - c. Advise Council on major damage or improvements.
- 6. Keep City Equipment Operational**
- a. Perform needed periodic maintenance.
 - b. Keep accurate logs and maintenance schedules.
 - c. Prep equipment seasonally.
 - d. City equipment and vehicles are to be used only by city employees.
 - e. City vehicles are not to be used for personal use.
- 7. Snow Removal**
- a. Help with Main Street in front of businesses, bank parking, and contracted removal.
 - b. Keep streets/alleys clear for fire prevention.
 - c. Shovel sidewalk at Professional Building and Fire Hall.
- 8. Tree Maintenance**
- a. Remove diseased Elms and burn in permitted area.
 - b. Maintain tree replacement program.
 - c. Collect branches and brush set aside for city disposal.
 - d. Maintain Tree Inspector certification.
- 9. Grass Maintenance**
- a. Maintain grass mowing program for city property and private property that has not been maintained.
 - b. Maintain control of noxious growth.
- 10. Records and Reports**
- a. Maintain records, logs, and files as required by city, state, and federal rules and guidelines.
 - b. Complete and submit required reports, logs, tests, etc. as required by city, state, and federal rules and guidelines in a timely basis.
 - c. Keep abreast and implement changes/amendments of city/state/federal rules and guidelines.
- 11. Park**
- a. Open Park in spring of year.
 - b. Inspect Park grounds and buildings for needed repairs.
 - c. Maintain a park schedule with assistance from city clerk.
 - d. Maintain water well system, and sewer system for shelter and camper site.
 - e. Start water and check system for leaks. Monitor septic system.
 - f. Line up volunteers for cleaning and other needed jobs to be accomplished at park.
 - g. Maintain and dump trash containers on a regular basis.
 - h. Maintain grounds by spraying weeds and fence rows.

- i. Maintain ball diamond, as so the field is usable and in good condition. The fences, benches, and bases on diamond.
- j. Maintain and clean buildings and picnic tables as needed.
- k. Post signs as needed at locations around the park.
- l. Make recommendation to council regarding park improvement.
- m. Plant flowers in entrance planter and maintain.
- n. Take reservations and collect camping fees.
- o. Drain and blow out water lines and winterize the traps and toilets.
- p. Close Park for the season.

12. Other Tasks

- a. Supervise part-time and seasonal maintenance employees.
- b. Install and remove Christmas decorations.
- c. Assist in special "Clean-up" days.
- d. Spray for mosquitos as needed or directed.
- e. All tasks, within legal guidelines, as assigned or directed by the City Council.

13. City Council

- a. Attend monthly City Council meetings, and special meetings as instructed.
- b. Report to the City Council monthly, to include:
 - 1. Activity report: completed and on-going with logbook.
 - 2. Planned actions for the coming month.
 - 3. Recommendations for all necessary, economic, safety, or otherwise beneficial changes/improvements needing Council attention/action.
- c. Provide Council with available data/research/information needed to make decisions concerning maintenance operations.