

CITY OF LAKE NORDEN
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LAKE NORDEN, SD 57248-0213

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"This institution is an equal opportunity provider, and employer."

CITY MAINTENANCE - JOB DESCRIPTION – JANUARY 2015

Following are the general duties of maintenance personal:

Maintain and operate the wastewater and water treatment facilities in a manner that insures quality service to the residents and businesses of the City of Lake Norden. Also, to attend schools and obtain necessary wastewater and water operator certifications as required by the State of South Dakota.

Maintain City equipment, i.e. dump truck, loader tractor, sander, mowers, sweeper, trash pumps, in good running order. Also, to attend training and obtain Commercial Drivers License (CDL) within 90 days. In addition, responsible for all City tools.

Maintain City wells, this includes; checking wells and well pumps; making appropriate contacts for repair, removal and installation of pumps.

Maintain City streets, this includes: repairs; new construction; mowing; weed control, snow removal (maintenance employees are required to be available when needed for snow removal); sweeping; displaying of appropriate street signs; displaying of Christmas decorations; upkeep of culverts and hydrants.

Maintain City parks, this includes: mowing; tree trimming; road maintenance; repair and installation of park equipment and supplies.

Maintain City's restricted landfill, this includes; assisting landfill operator, when necessary, with site maintenance, monitoring of materials entering the facility; keeping facility locked; burning of compost.

Perform miscellaneous duties, as required, to maintain the City of Lake Norden.

All maintenance personal are required to work every other weekend and every other paid holiday. The primary responsibility of the employee on-call is to insure that the water treatment plant is working properly and maintaining an adequate water supply for the City. In the event of an emergency at the wastewater treatment facility, water treatment facility or well sites, on duty personal are required to respond to the needs of the City.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.