VILLAGE OF LODGEPOLE
POSITION DESCRIPTION

VILLAGE UTILITY & MAINTENACE SUPERINTENDENT

The Village Utility and Maintenance Superintendent position requires certifications in water, cathodic tank and lagoon systems. The Superintendent manages the safety and maintenance of the water and wastewater systems in place for the Village of Lodgepole while implementing the record keeping with the routine and emergency testing as required. The Superintendent controls the maintenance required with the streets, park, village lots, and buildings, initiating cleaning, painting, mowing, and any repairs as necessary. This position requires operating light to moderately heavy and complex construction-type equipment and machinery such as motor-grader, front-end loaders, backhoe, and similar equipment and machinery in excavating, filling, compacting, moving earth and other materials, including snow removal. The Superintendent supervises the upkeep of the tree dump and miscellaneous activities such as service on equipment, mowing and spraying various ditches, and mosquito control. Attendance of the monthly Board of Trustees meetings is required. This position also requires a close working relationship with the various committees and entities under the Village and surrounding area. The successful applicant must be able to pass a background check and drug screening and have a valid driver's license. Must be able to obtain a Class B CDL, have or be able to obtain a Class IV Water Operator's certification, Cathodic Tank Certification and Lagoon Exemption Certification. The Village's prescribed hours of operation for the utility personnel are Monday through Friday, 8 AM to 5 PM, with a lunch from 12 PM to 1 PM. The Utility and Maintenance Superintendent is to be present during those times unless prior arrangements are made and must be able to report on-site within two (2) hours of an emergency call.

JOB DESCRIPTION

- Supervises the Village Utility and Maintenance Assistant
- Interviews, hires, trains, assigns tasks, reviews and approves timecard, completes an annual performance review and presents to the Village Board of Trustees for approval and action, and conducts disciplinary actions as needed for the Utility and Maintenance Assistant
- Assumes the responsibility for the services, operations and maintenance of the water and wastewater system including the well and well houses. Ensuring compliance for public safety in all aspects at local and state levels.
- Acts as the point of contact for water/wastewater systems and follows state and federal regulations to ensure the systems stay in compliance with the Nebraska Department of Environment and Energy (NDEE) guidelines and standards.
- Develops and implements operation and maintenance procedures

- Has purchasing responsibilities within the guidelines of the budget and with the direction of the Village Board of Trustees.
- Requests and reports bids as needed and requested by the Village Board of Trustees.
- Ensures that there is adequate safety training for all maintenance personnel which may include monthly safety training and maintains safety training records.
- Maintains, monitors, and implements maintenance and improvements necessary to the streets, curbs, ditches, and culverts.
- Monitors the Village buildings: Community Hall, Panther Activity Center, Nancy Fawcett Memorial Library, Village Office, Fire Hall, shops, well housing and storage buildings for maintenance and repairs as necessary.
- Maintains and monitors the activity at the Village tree dump
- Maintains and implements service and repairs necessary for all Village equipment
- Monitors and implements active mosquito control program
- Responds to and resolves difficult and/or sensitive citizen inquiries or concerns by phone or in person
- Keeps records on required procedures and policies
- Uses independent judgment in the performance and assigning of duties
- Maintains confidentiality of appropriate communications
- Continues educational activities and computer operations
- Calls in work orders and problems to Nebraska Public Power District if electrical problems are reported.
- Attends monthly board meetings
- Attends seminars, workshops, continuing education courses related to the certifications and job description as approved by the Village Board of Trustees.
- Monitors supplies and records
- Assesses the town daily both visually and physically. Inspects various areas of the water/wastewater system.
- Performs all duties included in the Village Utility and Maintenance Assistant's position description.

WATER SYSTEM OPERATION & MAINTENANCE

- Perform water tests as required by the state. Completing state required forms for lead, copper, nitrates, solid organic chemicals, etc. Completes reports associated with the testing to the State of Nebraska.
- Inspect, maintain, paint, repair, or replace mains, valves, fire hydrants, and service lines. This includes flushing dead-end lines and fire hydrants twice a year.
- Repair and maintain fences.
- Daily communication re: Diggers Hotline
- Implement any improvements or changes to the water infrastructure then direct these changes to the Village Engineer for map updating yearly.

- Permitting/performing “Tapping” for water and hook up of services on new construction or for repairs.
- Disconnect and reconnect services relating to delinquent accounts.
- Keep wells and well houses maintained. Checking the well houses daily by checking pressures and temperatures of the water system.
- Keep accurate records of well-meter readings. This includes the upkeep of the control system.
- Maintain records and reports: Static Well Levels, total gallons pumped (for NRD); and water sample results.
- Inspect the water tower (lights/controls/damage) and maintain the maintenance schedule and recording.
- Keep valve covers raised to grade.
- Implement and control the “Cross Control Program” including a survey (every 5 years)
- Must have a Class IV Water Operator License and continue to keep license current.
- Read new and existing water meters monthly.
- Maintain supplies and order as necessary
- Perform other duties as assigned

WASTE WATER TREATMENT SYSTEM

- Operation and maintenance of lagoon system. This includes maintaining and ordering supplies.
- Monthly cleaning of wet wells. Sediment and sludge flushing to prevent buildup.
- Review and maintain the Public Water/Wastewater System Emergency Response Plan – submitting information update to the State yearly.
- Clean and flush 1/3 of the town mainlines each year.
- Maintenance and upkeep of lift station pumps.
- Control weeds and mow lagoon dikes
- Maintain fences and signs
- Monitoring and recording the gallons pumped both electronically and manually.
- Maintain manhole covers to grade as needed
- Implement any improvement/changes involving the wastewater infrastructure then directing these changes to the Village Engineer for map updating yearly.
- Daily communication re: Diggers Hotline
- Perform other duties as assigned

STREET MAINTENANCE

- Clean curbs, ditches, and culverts to keep presentable on the Village property right-of-way. This includes cutting shoulders and removing dirt if necessary for water flow.
- Monitor and repair as necessary any holes and cracks in the streets

- Implement, install and replace as needed all street signs, this includes stop signs, speed limit signs, no U-turn signs, etc.
- Install new and replace old culverts involving new construction and/or replacement
- Maintain and keep the Village parking stalls and crosswalks painted as well as the center lines on a yearly basis.
- Trim/maintain any overhanging branches into streets as needed for clearance height.
- Snow removal – main street and side streets before 6 AM.
- Monitor and order all supplies as necessary
- Perform other duties as assigned

PARK AND CITY LOTS MAINTENANCE

- Oversee and direct and/or assign staff or volunteers to seasonal tasks.
- Mow, weed, fertilize, landscaping, and water all Village properties and trim tree branches (seasonal).
- Paint and repair the park benches, picnic tables and playground equipment. This includes monthly playground equipment check. (seasonal)
- Maintain bathrooms and winterizing in the fall.
- Repair/maintain the bleachers and building at the ball park and underground sprinkler system.
- Repair and maintain the fences at the park and ball park.
- Maintain supplies and order as necessary.
- Perform other duties as assigned

MAINTENANCE AND UPKEEP ON CITY BUILDINGS

- General maintenance and repair of buildings (including water/sewer)
- Create and maintain a weekly and/or monthly schedule of building checks for repairs, cleaning and organizing
- Clean and paint
- Clean gutters
- Clean sidewalks of snow and ice
- Monitor the operation and maintenance of the heating and air conditioning units for all Village properties.
- Maintain/inspect and repair the plumbing for Village properties.
- Maintain the Village shops – overhead doors, etc.
- Monitor carpentry and basic electrical maintenance on all Village property.
- Maintain supplies and order as necessary.
- Perform other duties as assigned

SANITATION AND TREE DUMP MAINTENANCE AND MONITORING

- Monitor and maintain activity at the tree dump

- Keep the recycling dumpsters in good working order, take the cardboard to the recycling facility in Sidney and schedule pickups for the recycling dumpsters.
- Keep trees pushed up, burn as needed – usually one (1) time per year.
- Keep the compost pile "turned" by moving from the dump site
- Remove and dispose of items at the tree site that are not compost; such as couches, chairs, TVs, etc. and non-burnable trash
- Repair and maintain fences
- Weekly sanitation pick-up within Lodgepole and surrounding area including Sunol
- Maintain supplies and order as necessary
- Upkeep at the State Licensed dumpsite for grass clippings and tree branches

GENERAL/MISCELLANEOUS DUTIES AND REQUIREMENTS

- Implement the installation of the Christmas decorations (seasonal).
- Maintain and service all city equipment, tractors, trucks, pick-ups, mowers, tools, etc.
- Keep up-to-date maintenance records on all vehicles and equipment to prepare information for yearly reports, including sending data to Lodgepole's Road and Street Superintendent. This includes verification of and recording VIN, make, model, year of all vehicles and equipment as necessary.
- Research and schedule the most economical and quality service when outsourcing repairs and maintenance on vehicles, buildings, and equipment.
- Dump trash cans at the Pleasant View Cemetery
- Maintain the roads in the Pleasant View Cemetery during the winter when a funeral service is scheduled to clear snow and ice for the service.
- Maintain by mowing, spraying for weed control and removal of debris and sediment routinely at the Village main ditches.
- Assist Old Settler's Committee with preparations for the Labor Day weekend by establishing road closures, placing trash dumpsters, mowing and general Village "sprucing up".
- Must be able to report to work within two (2) hour notice for emergencies
- Must be able to be "on-call"
- May be required to work extended hours during natural disasters, declared disasters, emergencies and similar events
- Perform heavy manual labor including, digging, lifting, moving, etc. under varying weather conditions while exposed to dampness, fumes, odors, dust, electrical, mechanical, and traffic hazards.
- Maintain positive relations with the community and establish effective working relationships with employees, local committees, Board of Trustees, and the public
- Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates,

customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals
- Punctual and timely in meeting all requirements of performance, including, but not limited to attendance standards and work deadlines, beginning and ending assignments on time, and scheduled work breaks where applicable.
- Perform other work which is consistent with the essential functions of the job
- Perform other duties as assigned

EDUCATION AND SPECIAL LICENSE(S)/CERTIFICATIONS

- High school diploma or equivalent
- Must possess a valid driver's license and maintain an insurable driving record
- Possession of or ability to obtain Class IV Water Operators Certification from the State of Nebraska
- Possession of or ability to obtain a Class B commercial driver's license
- Possession of or ability to obtain a Cathodic Tank Certification

EXPERIENCE

- Must be eighteen (18) years old
- One (1) year of general maintenance experience to include operation of light to moderately heavy equipment and vehicles including dump trucks, garbage trucks or an equivalent level of experience.

SKILLS

- Skilled in the operation of light to heavy construction equipment
- Knowledge of water distribution principles
- Knowledge of local, state, and federal regulations related to safe drinking water and water treatment.
- Knowledge of computers and job-related software programs
- Knowledge of water system pumps, and motors
- Skill in interpretation of plans, maps, and specifications
- Skills in planning, organization, and decision making
- Skill in the management of budgets
- Ability to accurately record and maintain records
- Good oral and written communication skills
- Good listening skills
- Manual dexterity
- General maintenance skills
- Good driving skills
- Able to analyze safety situations
- Ability to make quick decisions

- Ability to stay alert for long periods of time
- Ability to work independently
- Ability to work as a team
- Ability to assess situations and use judgement in responding
- Ability to work under distracting conditions
- Mechanical aptitude
- Alpha/numeric recognition
- Ability to carry out assignments through oral and written instructions
- Logical reasoning

PHYSICAL REQUIREMENTS

- Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles
- Sit, walk, talk, hear, use hands and fingers, handle, feel, or operate tools, equipment, or controls, and reach with hands and arms.
- Specific vision abilities are required, including close vision and the ability to adjust focus.
- Ability to withstand extreme weather conditions
- Exposure to vibrations, odors, noise, etc.
- Ability to work at extended heights
- Ability to drive Village vehicle
- Ability to lift up to sixty (60) pounds unassisted
- Ability to bend, climb, and stoop
- Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

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Village of Lodgepole Board of Trustees Chairman Date

Attested by:

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Village Clerk