**VILLAGE OF LODGEPOLE**

**JOB DESCRIPTION**

**VILLAGE UTILITY & MAINTENANCE SUPERINTENDENT**

The Village Utility & Maintenance Superintendent is and stays connected with the community of Lodgepole in many aspects of the Village operations. This position requires certifications in Water and, Backflow Prevention. The Superintendent manages the safety and maintenance of the water & wastewater systems in place for the Village of Lodgepole, implementing the recording keeping and routine and emergency testing required. The Superintendent controls the maintenance required with the streets, park, village lots, and buildings, initiating cleaning, painting, mowing, and any repairs necessary. This position requires operating moderately heavy and complex construction-type equipment and machinery such as motor-grader, front-end loaders, and similar equipment and machinery in excavating, filling, compacting, moving earth and other materials, and 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 Lodgepole Fire Dept, especially for fires and storms, etc. The successful applicant must be able to pass a background check and drug screening and have a valid driver’s license and be able to obtain a Class B CDL within 30 days of hire and have an Operator 4 water license. The Village has prescribed hours of operation for the utility personnel. Monday-Friday 7 AM to 4 PM, with a lunch hour from 12 PM to 1 PM. The utility Superintendent is to be present during those times unless prior arrangements are made. Must be able to report on-site within 10 minutes of the call.

**JOB DESCRIPTION**

1. Assumes the responsibility for the services of operation & maintenance of the water and wastewater system including the well & well houses. Ensuring compliance for public safety in all aspects at local & state levels.
2. Maintains, monitors, and implements maintenance & improvements necessary to the streets, curbs, ditches, and culverts.
3. Monitors the village parks & city lots implementing mowing, watering, fertilizing, maintenance, and repairs necessary.
4. Monitors the village buildings: Community Hall, Panther Activity Center, Firehouse, shops, well housing, and storage buildings for maintenance and repairs necessary.
5. Maintains, and monitors the activity with the village tree dump.
6. Maintains and implements service and repairs necessary for all village equipment.
7. Maintains state and local certification requirements for all village operations.
8. Monitors and implements active mosquito control program.
9. Supervises the Assistant Utility & Maintenance Superintendent.
10. Responds to and resolve difficult and/or sensitive citizen inquiries or concerns.
11. Keeping records on required procedures.
12. Use independent judgment in the performance and assigning of duties.
13. Maintains confidentiality of appropriate communications.
14. Continues educational activities and computer operations.
15. Attends monthly board meetings.

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**GENERAL MAINTENANCE DUTIES**

1. Designates daily duties to the assistant utility & maintenance staff.
2. Supervises staff.
3. Monitors supplies & records.
4. Assesses the town –daily - visually & physically. Inspects various areas of the water/wastewater system, and Electrical distribution system.
5. Accepts and addresses citizen concerns by phone or in person.

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# WATER SYSTEM OPERATION & MAINTENANCE

# Perform water tests as required by the state. Completing state-required forms for lead, copper, nitrates, solid organic chemicals, etc. Competes reports associated with the testing.

1. Inspect, maintain, repair, or replace mains, valves, fire hydrants, and service lines. This includes flushing dead-end lines and fire hydrants twice a year and painting.
2. Repair and maintain fences.
3. Daily communication re: Diggers Hotline.
4. Implement any improvements or changes to the water infrastructure then direct these changes to the Village Engineer for map updating – yearly.
5. Permitting/performing “Tapping” for water and hook up of services on new construction or for repairs.
6. Disconnect & reconnects services relating to delinquent accounts.
7. Keep wells & well houses maintained. Checking the well houses daily – checking temperatures.
8. Keep accurate records of well-meter readings. This includes the upkeep of the control system.
9. Read and record active business & residential water meters.
10. Inspect the water tower (lights/controls/damage) and maintain the maintenance schedule and recording.
11. Keep valve covers raised to grade.
12. Implement and control the “Cross Control Program” including a survey (every 5 years).
13. Must have a grade 4 Water Operator License and continue to keep license current.

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# WASTE WATER TREATMENT SYSTEM

1. Operation and maintenance of lagoon system. This includes maintaining and ordering supplies.
2. Monthly cleaning of wet wells. Sediment and sludge flushing to prevent buildup.
3. Review and maintain the Public Water/Wastewater System Emergency Response Plan-submitting information update to the State yearly.
4. Clean and flush 1/3 of the town mainlines each year.
5. Maintenance and upkeep of lift station pumps.
6. Control weeds and mow lagoon dikes.
7. Maintaining the fence and signs.
8. Monitoring and recording the pump hours daily both electronically and manually.
9. Maintaining the manhole covers to the grade necessary.
10. Implementing any improvements/changes involving the wastewater infrastructure then directing these changes to the Village Engineer for map updating – yearly.
11. Daily communication re: Diggers Hotline.

# 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.

1. Monitor and repair as necessary any holes and cracks in the streets.
2. Implement, install and replace as needed all street signs, this includes stop signs, speed limit signs, no U-turn signs, etc.
3. Install new and replace old culverts involving new construction and/or replacement.
4. Maintain and keep painted – village parking stalls and crosswalks. Center lines-yearly.
5. Trim/maintain any overhanging branches into streets as needed for clearance height.
6. Snow removal – Main Street before 6 a.m. – followed by side streets – assisting residents as necessary.
7. Monitor and order all supply’s necessary to maintain streets.

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# PARK & CITY LOTS MAINTENANCE

1. Oversee and direct and/or assign staff to seasonal tasks.
2. All village properties – mow – weed – fertilize – water and trim tree branches. (seasonal)
3. Paint and repair the park benches, picnic tables and playground equipment. This includes a monthly playground equipment check. (seasonal)
4. Maintain ballpark bathrooms – winterizing in the fall.
5. Repair/maintain the bleachers and building at the ballpark and underground sprinkler system.
6. Repair and maintain the fences at the park and ball park.
7. Maintain supplies and order as necessary

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**MAINTENANCE & UPKEEP ON ALL CITY BUILDINGS** (Office ~ Firehouse ~ Shops~ Storage Buildings)

1. Clean & paint.
2. Clean sidewalks- snow & ice at all locations.
3. Monitor the operation and maintenance of the heating and air conditioning units for all village properties.
4. Maintain/inspect and repair the plumbing for village properties.
5. Maintain the village shops – overhead doors, etc.
6. Monitor carpentry and electrical maintenance on all Village property.

# TREE DUMP MAINTENANCE AND MONITORING

1. Monitor and maintain activity.
2. Keep trees pushed up, burn as needed – usually 1 times/yr.
3. Keeping the compost file “turned” by moving from the dump site.
4. Remove and dispose of items at the tree site that are not compost – such as couches, chairs, tv’s, etc.
5. Repair and maintain fences including old landfill site.

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1. Maintain/service all city equipment, tractors, trucks, pick-ups, mowers, tools, etc.
2. Implement the installation of the Christmas decorations. (seasonal)
3. Maintain railroad right-of-way by mowing to control weeds to reduce fire hazard.
4. Maintain by mowing, spraying for weed control and removal of debris and sediment routinely, at the village main ditches.
5. Assist Old Settlers Committee – with preparations for the weekend – by establishing road closures, placing trash dumpsters, mowing and general village “sprucing up”.
6. Attendance of monthly board meetings.

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**Electric**

1. Superintendent will be in charge of maintaining the electrical distribution system.

**Sanitation**

1. Weekly Sanitation pick-up with in Lodgepole and surrounding area including Sunol; upkeep at the State Licensed dumpsite for grass clippings and tree branches.

**Cemetery**

1. Responsible for opening and closing graves