

JOB DESCRIPTION

CITY OF ADAMS

Position: Waterworks/Maintenance Supervisor

Immediate Supervisor: City Clerk

Nature of Position: Supervises and performs work related to the operation, maintenance, and repair of the water distribution system and wastewater treatment plant, city park, and streets. Responsibilities include a variety of tasks necessary to successfully operate the water distribution system and wastewater treatment plant. Responsible for the repair and maintenance of city streets, alleys, the city park, storm sewers, and all city grounds and structures. Work is performed with latitude for independent action and decision-making under the policy guidance of the city clerk and city council and is reviewed through conferences, observations, records, and complaints received.

Areas of Responsibilities or Tasks:

1. Wastewater treatment plant operator: Responsible for the operation and maintenance of the plant. Recommends to City Council for personnel action such as hiring, promotion, discharge, rewards, and discipline of employees. Makes written reports and keeps records as required by federal, state, or local agencies and is responsible for complying with MPCA and EPA regulations concerning the plant and the NPDES discharge permit. Trains personnel and directs safety programs and emergency procedure plans. Work in cooperation with the City Clerk in preparing and submitting budget recommendations to the City Council. Takes daily readings, performs laboratory work, takes samples from various stages of treatment, records, and reports as required. Operates, maintains, and repairs digester, settling tanks, trickling filters, pumps, etc. Does maintenance work on buildings, grounds, and equipment. Maintain a Type IV Certificate to perform sludge handling and sludge disposal duties. Performs any other related duties as required, apparent, or as delegated. Maintains a class "B" certification.
2. Water Department Operator: Plans, assigns, and supervises work in the department. Supervises and does installation, inspection, and maintenance of hydrants, valves, meters, watermains, pumps, chemical feed equipment, watermain tapping equipment, and other department equipment. Supervises and does daily readings of pumpage, chemical usage, location of valves and curb boxes. Keeps inventory of supplies for ordering purposes and recommends additions and/or changes in operations to the City Council. Investigates customer complaints and maintains good public relations with customers concerning complaints. Flushes fire hydrants as required. Performs general maintenance on fire hydrants, such as packing, caulking, extensions, marker flags, and internal repair and replacement of fire hydrants. Installs, repairs and tests water meters and other customer services related water meters and water billing. Does maintenance work on buildings, grounds, and vehicles. Performs maintenance and repair work on regular and emergency basis. Performs other related duties as apparent or delegated to assure the successful operation of the water distribution system. Maintains a class "D" certification. Attends seminars and training sessions.

3. Street and Park Supervisor: Directs the overall operations for maintenance of streets, parks and storm sewers. Supervise work of department employees. Maintains and repairs streets. Directs maintenance of trees in the park and maintains park roadways. Directs installation and maintenance of playground equipment. Maintains records of equipment maintenance and gasoline usage. Attends council meetings as required. Cleans gutters, culverts, catch basins, and other drainage structures. Erects and repairs signs, posts, street markers, and barricades. Performs a variety of manual labor tasks as required. Assesses damage done to parks by nature and vandals. Assists in snow removal operations. Operates trucks, tractors, mowers, and other equipment.

Knowledge, Abilities and Skills:

- A. Required to possess a valid Minnesota Class "B" Wastewater Operator certificate, and Type IV Sludge Management certificate, and a valid Minnesota Driver's License.
- B. Knowledge of mathematics, carpentry, plumbing, chemistry, auto mechanics etc.
- C. Ability to establish and maintain effective working relationships with employees and all other groups or individuals as necessitated by responsibilities.
- D. Knowledge of wastewater treatment processing and special programs required by State and Federal regulations.
- E. Knowledge of occupational hazards on the job and necessary precautions.
- F. Knowledge of reporting procedure and understanding of managerial duties and supervision of skills.
- G. Knowledge of methods, materials, practices, and equipment used in the installation, maintenance, and repair of water supply systems and wastewater treatment facilities, and related hazards and safety precautions.
- H. Knowledge of functions and mechanics of pumps, engines, and other equipment and machinery.
- I. Ability to do heavy lifting and manual labor.
- J. Ability to operate a truck and other power-driven equipment.
- K. Ability to plan and organize work schedules.
- L. Ability to work inside and outside in all seasons and be on call in emergency situations.