

Udall City Maintenance Pay Scale and Job Description

(City Maintenance/Utility Supervisor)

Supervisor: Mayor

Position Type: Full Time (40-hour work week)

General Statement of Duties: Performs routine to skilled manual and maintenance work with city streets, alleys, vehicles, equipment, water, wastewater, electric, buildings, grounds and park, and performs related duties as required by KDHE.

Supervision Exercised: Provides supervision over Maintenance/Utility Workers, summer help and part time worker hired when a particular job requires additional help.

Typical Duties Performed

- ▶ Provides recommendation when hiring employees within department.
- ▶ Preparation of yearly budget.
- ▶ Prioritizes and schedules daily work agendas and provides lead in all department operations.
- ▶ Works with and corresponds with regulatory agencies.
- ▶ Calls snow emergencies and decides when to sand intersections.
- ▶ Works with and provides input to city engineer for city expansion and upgrade of infrastructure.
- ▶ Recommends improvements to equipment and provides estimates for city council.
- ▶ Records and maps curb stops, valves, manholes, etc.
- ▶ Does locates for the cities utilities when requested.

Other Duties include, but may not be limited to

- ▶ Mows and trims grass on all city properties; sprays for weeds and fertilizers; plants, trims, and removes shrubs as needed. Sprays for mosquitoes.
- ▶ Maintains and repairs streets and alleys including patching potholes and cracks; laying gravel; blading and sweeping. Paints curbs and white strips to designate pedestrian crosswalks.
- ▶ Plows, shovels, de-ices, and sands snow from city streets and from sidewalks In front of city building, library and fire station.
- ▶ Responds to calls involving plugged sewers, water main breaks, leaks, and frozen water lines.
- ▶ Straightens and replaces damaged street signs.
- ▶ Rereads water and electric meters and records information; Installs or replaces water and electric meters when needed.
- ▶ Build and repairs sidewalks as necessary.
- ▶ Maintains and adjusts fire hydrants including repairing, painting and flushing.
- ▶ Performs miscellaneous cleaning, maintenance, and repair work on City owned buildings including park facilities, equipment, and shelters. Empties trash barrels when needed.
- ▶ Puts up and then removes holiday decorations and Santa comes to town.
- ▶ Repairs and or replaces all secondary electric, replaces blown fuses and resets oil switch when a power outage happens.
- ▶ Performs any additional duties as needed and at the request of the mayor and or council.

Knowledge, Skills and Abilities

- ▶ Working knowledge of the operation of a class 1 water and class 1 wastewater (stabilization ponds) facility.
- ▶ Working knowledge of tools, methods, operations, and materials used in City Maintenance/Utilities
- ▶ Considerable ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, and manipulate tools and objects requiring manual dexterity
- ▶ Working knowledge of the occupational hazards and safety precautions necessary to perform manual labor and maintenance work with Electric, water and wastewater systems.
- ▶ Considerable ability to maintain equipment and vehicle, record information, and to follow a preventative maintenance program.
- ▶ Working skill in building and grounds maintenance including carpentry, basic plumbing and electrical, painting and staining, etc.
- ▶ Considerable ability to perform heavy manual labor, sometimes under adverse weather conditions.
- ▶ Considerable ability to communicate effectively with other city employees, and the general public.
- ▶ Considerable ability to follow oral and written instructions and to work independently with minimal directions and to prioritize work.
- ▶ Attends two council meeting per month to keep the council informed of activities, problems, and possible future problems.
- ▶ Attends meetings and seminars to remain current on new information relating to all aspects of the job.

Minimum Qualifications

- ▶ Must be capable of performing all essential job functions
- ▶ Must be a United States citizen
- ▶ Must meet one of the following educational requirements:
 - High School Graduate, OR
 - Have passed a general educational development (GED) test indicating a high school graduation level
- ▶ Must possess and maintain valid, current Kansas driver's license with acceptable driving record
- ▶ Must have 5 years of maintenance experience
- ▶ Must have both Class 1 water and Class I wastewater operations certificate
- ▶ Must be available to work 7:00 a.m. to 4:00 p.m. Monday thru Friday
- ▶ Must successfully pass a background check, physical examination, and drug screen

Desirable Qualifications

- ▶ Vocational or Training in water and wastewater operations or one year experience in these fields.
- ▶ Be willing to obtain other licenses as needed or requested by the Mayor or City Council.