

City of Rutland

Public Works Supervisor

DATE: July 2020

POSITION: The Public Works Supervisor oversees the City of Rutland public streets, buildings and public works infrastructure in accordance with Federal, State and City Laws, local Ordinances, rules and City policies. Performance is evaluated through direct observation, review of assigned work or projects, and compliance with established policies and procedures. This position reports directly to the Mayor. Incumbent is expected to rely on personal experience, judgment and knowledge to perform the requirements of the position.

EDUCATION: High school diploma. Must possess working knowledge of hand and power tools, maintenance of vehicles and other equipment operation experience (Bobcat, truck).

QUALIFICATIONS: Valid ND Driver's license required. After six months of employment, will be required to obtain ND State Department of Health Water and/or Wastewater Operation Certification Class 1A and maintain Continuing Education Units as required.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met to successfully perform the essential functions of the position. City equipment and materials and regular use of hands tools is required; frequently required to stand, climb, walk, and work in confined spaces. Occasionally lift and/or move up to 75 pounds or more. Work locations are in the City Water and Wastewater facilities, the City Shop and all areas of the City. Some work will be in adverse working conditions and irregular hours.

MAINTENANCE DUTIES IN GENERAL

1. Street Maintenance and Mowing
 - a. Spring/Summer/Fall
 - i. Mow, trim, and weed control of all City lots including the Lagoon, water plant and reservoir, drainage ditches, City building sites, Park site by Hall.
 - ii. Repair streets and paint curbs
 - iii. Recommend Street repair/replacement program for the City including street crack sealing needs
 - iv. Spray for mosquito control
 - b. Winter
 - i. Install snow flags on fire hydrants
 - ii. Clear snow from City streets and grounds
 - iii. Sand streets and intersections as needed
 - iv. Haul snow and clean curb lines

2. Sewer/Lagoon maintenance
 - a. Flush storm sewer system, sanitary sewer system and manholes
 - b. Monitor and control level of lagoon cells including preparation for winter
 - c. Operate and maintain lift station
 - d. Maintain and repair pumps and valves
 - e. Maintain lagoon system

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- i. Transfer wastewater between cells
 - ii. Discharge cells and collect samples for ND Dept. of Health
 - iii. Carry out record keeping operation and maintenance of valves.
 - f. Calibrate Gas Detector every 190 days.
3. Water maintenance
- a. Start up, shut down and periodic operating checks of plant equipment
 - b. Check aquifer and water tower levels and maintain wells
 - c. Perform preventive maintenance of all equipment
 - d. Maintain water treatment plant, lagoon lift station
 - e. Exercise gate valves every spring or fall
 - f. Collect water samples as required by law; perform chlorine tests
 - g. Fix and repair water mains and breaks
 - h. Disconnect and reconnect water service for all nonpayment homes
 - i. Maintain, repair and flush fire hydrants
 - j. Maintain inventory of water meters and parts needed for repairs
 - k. Repair/replace faulty meters in homes and businesses
 - l. Read monthly water meters for all residents and businesses
 - i. Obtain monthly Water Meter Reading Form (WMRF) from City Auditor
 - ii. Meters are read on or about the 24th of each month and usage is recorded on WMRF with notations for water turn off/on, inaccessible meters, or other items
4. Municipal Waste Site (MWS)/Landfill
- a. Cover inert site with dirt
 - b. Keep MWS clean
 - c. Accept white goods and branches/grass clippings at site
 - d. Scheduled City clean-up day/week with City Auditor and obtain roll-off
 - e. Accept items at clean-up day and maintain log of items and cost to be charged
 - f. Obtain burn permit when needed to burn wood pile and manage burn
5. General maintenance
- a. Organize, clean, and inventory shop
 - b. Maintain City equipment/mowers including oil changes and minor repairs
 - c. Attach equipment implements as needed for the appropriate seasons
 - d. Schedule fire equipment inspections and assist inspectors as needed
 - e. Perform minor repairs on City property as needed
 - f. Hang banners, signs and flags as needed
 - g. Perform maintenance and repair as needed on City property
6. Record keeping
- a. Keep electronic charting records in a computer database
 - b. Maintain files of all equipment used in the shop and throughout the City as well as required files for any water, sewer or city purposes.