

VILLAGE OF KENESAW

JOB DESCRIPTION

VILLAGE UTILITY & MAINTENANCE ASSISTANT

Performs all duties under the direction and guidance of the Village Superintendent.

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The Assistant works independently taking direction from the Superintendent. Upon completion of appropriate training and certification may work independently. The duties performed are a variety consisting of skilled and semiskilled labor: Operates moderately heavy and complex construction type equipment and machinery: motor-grader – front-end loaders – and similar equipment and machinery used in excavating, filling, compacting, moving earth and other materials and removing snow. Certifications required include water & wastewater, pesticide applicator, backflow prevention.

WATER SYSTEM OPERATION & MAINTENANCE

Maintenance duties for the village water system-well tower maintenance. This includes recording all work completed on the system.

Read and record well meter readings.

1. Perform testing as requested by the superintendent and as required by the state.
2. Perform water connections and disconnections as needed.
3. Assisting with Turn off and turn on services.
4. Tapping and hook-up service.
5. Flush dead-end lines and fire hydrants twice a year.
6. Keep water certification current.
7. Fill out State required forms, etc.
8. Upkeep on control system.
9. Exercise main valves.
10. Read new water meters.

WASTE WATER TREATMENT SYSTEM

1. Cleaning & flushing of main lines.
2. Operation, maintenance & upkeep of wastewater treatment system i.e.: lift station * lagoon ponds collection system.
3. Record keeping of discharge flows and pump hours.
4. Perform tests as per State requirements.
5. Mowing and weed control of lagoon dikes.
6. Keep sewer certification current.

7. Build up manhole covers to grade as needed.
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STREET MAINTENANCE

1. Fill holes and cracks.
 2. Clean curbs, ditches, and culverts.
 3. Replace culverts and lay new culverts.
 4. Upkeep and repair of bridge.
 5. Erect and replace signs.
 6. Remove gravel after armor coating streets.
 7. Assisting company armor coating streets.
 8. Clean streets of snow & ice.
 9. Gravel intersections when icy.
 10. Upkeep on alleys.
 11. Paint parking stalls.
 12. Mowing and weed spraying of ditches.
 13. Trim overhanging tree branches.
 14. Cut shoulders and remove dirt.
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PARK & CITY LOTS MAINTENANCE

1. Mowing and watering.
 2. Fertilizing and weed control.
 3. Repair and maintenance of fences.
 4. Paint and repair of picnic tables, benches, and playground equipment.
 5. Trim tree branches.
 6. Upkeep and winterize ball park bathrooms.
 7. Maintain ball park road.
 8. Repair and upkeep on bleachers and building at the ball park.
 9. Repair and upkeep on playground equipment.
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MAINTENANCE & UPKEEP ON CITY BUILDINGS – FIREHOUSE, SHOP, & STORAGE BUILDING

1. Clean & paint.
 2. Clean gutters, put heat tape on auditorium roof.
 3. Clean sidewalks- snow & ice.
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TREE DUMP UPKEEP

1. Push up trees.
 2. Turn compost pile.
 3. Pick up non-burnable trash.
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4. Burn tree pile.
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POOL UPKEEP AND MAINTENANCE

1. Upkeep on walks, fences, bath houses, diving boards, and slide.
 2. Wash and clean pools.
 3. Fill and drain pools.
 4. Repair and maintenance on pumps, valves, and chlorinator.
 5. Add anti-freeze to stools and floor drains.
 6. Train new managers on operation of pool equipment.
 7. Run Boiler Tests.
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MISCELLANEOUS

1. Put up and remove Christmas decorations.
2. Service and repair all city equipment, tractors, trucks, pick-ups, mowers, tools, etc.
3. Attend Board meetings upon request.
4. Prepare for Wasenek weekend.
5. Mow railroad right-a-way.
6. Mow and spray main drainage ditch.

