

City of Willernie
Maintenance Superintendent Job Description

Sewer:

- Rod sewers or contact designated contractor to clear sewers fall and spring.
 - Call designated 24 hour on call contractor for emergency sewer backup.
- Flush sewers twice a year
- Repair lines or contact preferred company to repair line
- Know functions of lift station to be checked daily and keep records
 - Repair lift station or contact preferred company to repair lift station
- Clean out catch basins after storms
- Clean manholes

Water:

- Read, install, and repair meters
- Oversee repair of lines
 - Contact preferred company to locate the leak
 - Contact preferred company to repair leak
- Maintain hydrants, flush and put in anti-freeze
- Keep inventory of meters
- Do mandated water sampling

Roads:

- Plow roads and salt
- Patch blacktop
- Clean up debris after storms, cut up fallen trees across road
- Shovel snow at city hall and salt.
- Clean snow off sidewalk at Willernie Park
- Operate sweeper
- Clean out city drains
- Clean grates on creek to make sure not clogged due to heavy rains
- Maintain, place, and repair street and traffic signs
- Help out with sealcoating procedures, involving manholes and valve boxes

Parks:

- Trim bushes
- Mow parks
- Make sure trash barrels are by road for pickup
- Operate leaf vacuum
- Repair and replace park equipment
- Maintain parks and beach
- Put in and take out the dock

Buildings:

- Maintenance and repair
- Empty trash and recycling

Equipment:

- Maintain and repair
- Order supplies
- Operate under yearly budget