

Employee:
Job Title: City Maintenance Supervisor/ Water Plant Superintendent
Garrison, North Dakota

Job Description: Responsible for the supervision, safety and proper maintenance practices of all city maintenance employees. Responsible for the maintenance and proper operation of the City of Garrison Water Treatment Plant, water distribution system, wastewater system, wastewater lagoons and city landfill.

Supervision Received: Receives general direction from the City Mayor and Council.

Essential Functions/Position Responsibilities: Essential responsibilities and duties include, but are not limited to the following:

Responsible for the safe and timely completion of all assigned maintenance tasks that apply to water plant operation, water distribution system, wastewater management, street repair, city buildings, city trailer court, city landfill, city grounds, and city cemetery.

Determine job priorities, assign work, and coordinate schedules of assigned personnel.

Assist in the hiring, transfer, suspension, or discharge of assigned personnel.

Establish work standards and complete employee evaluations.

Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.

Train personnel in correct and safe methods and procedures necessary to accomplish their assigned work.

Recommend adjustments or other actions in employee grievances.

Provide assigned personnel with the proper tools, equipment, supplies, and information necessary to accomplish assigned tasks.

Secure and safeguard all city assets and city buildings.

Serve as a contact for any related city maintenance emergency.

Assign contractors required for city maintenance and ensure a timely completion of contract agreement.

Address and follow-up resident grievances associated to city maintenance.

2/4/2010

Superintendent of Garrison Water Plant responsible for the overall proper operation of the facility.
Maintain a safe, reliable, and cost efficient supply of potable water to the City of Garrison and Garrison Rural Water.

Complete regular rounds of all Garrison Waterworks facilities to ensure proper operating conditions.
Ensure all phases of the water treatment process are in accordance with applicable USEPA Standards and Rules.

Analyze and report daily, monthly and quarterly to the North Dakota Department of Health on Water Plant Performance to ensure compliance of all Surface Water Treatment Rules.
Ensure that all required water samples are taken in accordance with USEPA and North Dakota Department of Health Standards.

Prepare all water plant, water distribution, and wastewater preventative maintenance schedules.

Maintain a sufficient volume and pressure of finished potable water delivered to all water systems served by the City of Garrison.

Predict demand for finished potable water in all systems served by the City of Garrison and adjust work schedules to meet that demand.

Assist in the development of the Water Plant facilities annual work plan, annual budget and long-range strategic plan.

Maintain a complete operation and maintenance record system.

Propose safer and more efficient methods of upgrading Water Plant facilities and operations.

Perform chemical lab tests on samples collected from sampling points in the water plant to determine raw, finished and tap water quality.

Determine chemical doses, sets feed rates, starts and stops pumps, and continuously monitors all water plant equipment for proper operation.

Maintain and calibrate all water plant turbidity, ph, and chlorine residual meters.

Report daily water analysis on North Dakota Department of Health forms and Garrison Water Treatment Plant daily records.

Perform daily, monthly and annual preventative maintenance tasks associated with all assigned Water Facility equipment.

Perform and assist with all water plant, water distribution, wastewater, city streets, city grounds, and city landfill maintenance to include the proper operation and maintenance of all heavy equipment.

Continually monitor and coordinate the maintenance effort to ensure that all city maintenance is

performed safely and efficiently.

Maintain a Material Safety Data Sheet file for all chemicals used at the Water Plant and the City of Garrison.

Maintain a Water System Emergency Response Plan for the City of Garrison.

Employee Signature _____

Date: _____