

Public Works Job Duties

- Street Sweeping
- Street Repairs
- Fill Pot Holes in Street where necessary
- Snow Removal – First Sweep must be before 6am
 - *Oil Truck Bed & Sander as Needed (especially when put away for season)
 - *Truck Bed must be cleaned of salt/sand mix after each use
 - *Storm Drains plugged with ice/snow must be cleaned regularly
- Bobcat and Truck Maintenance – Ordering all parts & responsible for Repairs
- Repairing any Public Works Equipment as necessary
- Order all Fuel (including for Lawn mower, Truck, Kromer & Weed Whip)
- Spray for Weeds in Rail Road Right of Way
- Weed Whip Parks & Any other place needed
- Repair to city shed building as necessary or inform council
- Order any oil, lubricants and necessary garage items
- Order Salt & Sand Mix
- Spray Weeds as needed
- Trim Trees & Brush as needed
- Empty Garbage cans in Park and pick up loose garbage
- Clean Storm Sewers in Summer after Storms as needed (if personal vehicle is used keep track of mileage)
- Assist other Departments as necessary

Park Mowing Duties

- Mowing all Parks – as needed
- Weed whipping as needed
- Check park areas for debris & broken glass
- Assist other Departments as necessary

Water/Sewer Superintendent (Monthly Salary Duties)

- Shut off & Reconnect Water Supply at Parks
- Residential Water Shutoffs & Reconnects
- Repair/Replace water meters as necessary
- Order all Sewer & Water items as necessary
- Put flags on and take off all Fire Hydrants for winter months
- Daily checks of Sewer and Water

Water/Sewer Additional duties – Paid Hourly

- Lagoon Trimming small brush & trees
- Anything out of the ordinary for Lift Station, Well, Lagoon, Pumphouse or Tower
- Brush Pile removal and disposal
- Gopher State Locate Calls
- Assist other Departments as necessary
- Replace and keep track any shop tools as necessary

RESPONSIBILITIES FOR ALL OF THE ABOVE

- **Fill any gas tanks as you empty them, if there is no gas then inform Public Works to order as necessary.**