

## South Haven City Maintenance - Full Time

Please email resume to [southhavenmayor@gmail.com](mailto:southhavenmayor@gmail.com) if interested in the position or if you have any questions. Applicant must be able to obtain small operator water and wastewater certifications. We will be in contact with you regarding an interview date/time!

### **Duties include:**

#### **Daily:**

- Check water wells and take samples.
- Check sewer lift station.
- Check for water/sewer leaks around town and/or property damage on water tower and other city property.
- Ordinance enforcement (dog catching, weed control, etc)
- Pick up trash, pick up limbs in park, dead animals on roads.
- General maintenance and repair as needed.
- Emergency repairs on water and sewer lines as needed.

#### **Weekly:**

- Check lagoons 3 times a week and treat as necessary.
- Clean shop.
- During the winter, check heater in control box.
- Snow and ice removal as necessary on city property.
- During the summer, mow and weed-eat as necessary on city property. Spray for weeds and insects as necessary.
- Prepare weed notice list for city

clerk as needed.

- During the summer, mow and weed-eat before big occasions (graduation, fair, etc.).
- Grade and/or gravel on roads as needed.
- Push back burn pile with tractor as necessary.

**Monthly:**

- Attend council meetings.
- Read water meters middle of the month, done by the 20th.
- Water samples by mail to state on time.
- Shut-off notices to customers as necessary, including turning off/reconnecting water service, overdue bill and deposit collecting; per city clerk.
- Trim trees in alleys as necessary.

**Quarterly:**

- Grease water well motors.

**Yearly:**

- Change oil in sewer lift station motors.
- Attend KRWA Water Conference.
- Keep KDHE water/wastewater permits current.
- Place/take down Christmas decorations.
- Put up and take down flags.