

City of Mullinville
City Maintenance Job Description

Approved by the Mullinville City Council on March 24th, 2020

Daily (7 days)

- Check wells, weigh and record chlorine usage and gallons pumped
- Sewer plant check pumps and record hours of operation
 - Clean bar screen as per need following safety procedures
- Check chlorine residual around town
- Daily log; turned into city office weekly

Semi-monthly

- Send water samples twice a month per instructions on sample bottle to KDHE
- Wash wet well with pond water/ city water if needed. Following safety procedures

Monthly

- Attend and report to Council at the meeting on the 3rd Monday of each month
- Read meters by the first of the month (usually between the 28th-31st)
- Replace meters that are malfunctioning
- Clean floors at both well houses
- Check water levels at both wells
- Deliver shut off notices- as per current water Ordinance (#307)

Every three months

- Check generator to ensure it is working properly. This is a must to save cost. Test at #2 well and sewer plant.

Yearly

- Check and refill #3 well soft reservoir as needed.
- Complete water usage report; assist city clerk
- Send in chemical water samples for nitrates
- Review data for consumer confidence report

Every two years

- Water tank company will come every two years. Drain the tower and pump through the bypass while they inspect or repair tank.

Every three years

- Schedule sewer cleaning for town.

Routine Duties

- Service equipment for regular maintenance- change oil and filters, fuel filters, air filters, transmissions, rear-ends and gear boxes, and sharpen mower blades, etc.
- Grade streets with moisture
- Connect and disconnect water services. (coordinate this with the clerk for deposits, payments, etc.)
- Repair water lines
- Spray bindweed in streets- with proper licensing
- Other duties as delegated by the council and/or mayor

Nuisance

- Animal control of dogs running at large
- Livestock permits
- Trapping of nuisance animals
- Mowing burn pit, sewer plant and any additional areas when directed by council and/or mayor
- Checking over nuisance property (coordinate with clerk)
- Informing council of Dangerous structure

Emergencies

- When they occur, help is available. Such emergencies may include plugged sewers, water main breaks, power outages, fires, etc.

Seasonal work

Summer

- Painting- city buildings, well houses, storm shelters, fire hydrants
- Check roofs for repair
- Check streets for additional sand needed
- Maintain trees within fences of sewer plant and ponds

Spring

- Spray water drainage on east Hwy 400; spray slopes of sewer lagoons with weed killer and continue to spray through growing season- with proper license

Winter

- Snow removal