

City of Almena - Lead City Operator

Responsibilities and Certifications

Safe Drinking Water – *Must be willing to obtain a Small Systems Operator Certification*

- Read Master Meters and check wells daily (including weekends) to assess water and chlorine usage and to ensure proper functioning.
- Troubleshoot well problems and repair wells.
- Test water as for safe chlorine levels.
- Send water samples to KDHE certified laboratory for analysis.
- Maintain and repair water towers.
- Repair water main leaks and breaks.
- Read water meters monthly or as needed using Neptune AMR system.
- Install, remove and replace water meters as needed.
- Turn water meters on and off as needed and provide pictures of meter readings to office personnel.
- Track unmetered water leaks by estimating gallons lost for monthly Water Loss report.
- Use of SCADA system to monitor wells, sewer lift station and generators.

Sewage Management – *Must be willing to obtain a Waste Water Operator Certification*

- Check lift station and lagoons daily to ensure proper operation.
- Manage lagoons and discharge when safe and appropriate (after being authorized by submitting a sample to KDHE).

City Storm Water

- Keep storm drains clear of debris to ensure proper run-off.

Sanitation – Solid Waste Removal – *must be willing to obtain a Class B CDL to drive the trash truck*

- Operate trash truck to collect trash and empty dumpsters weekly or as needed.
- Pre-inspect equipment for proper/safe operation.
- Maintain trash truck in good working condition.

Street Maintenance

- Perform small repairs (fill pot-holes, etc.).
- Remove snow with city equipment (grader, skid steer, shovels).
- Paint lines and curbs as needed.

Building Maintenance

- Perform minor repairs and upkeep of all City owned buildings.

Animal Control – *required to obtain online certification to be the Animal Control Officer*

- Respond to telephone calls from Sheriff's department of citizens about animal complaints.
- Collect dogs at large and impound them keeping a record of dates impounded.
- Feed, water and keep impound area free of fecal matter.
- Communicate dogs impounded to administrative staff or known customers.

Mosquito and weed spraying – required to obtain certification on the safe use and chemicals and the use of required PPE.

- Proper operation of Mosquito Spraying equipment.
- Spray Almena and Long Island weekly or as needed.
- Submit bill to administrative staff for the purpose of billing Long Island for spraying service.
- Spray City parks, streets, gutters for weeds.
- Properly clean out equipment for storage in winter months.

City Beautification

- Mowing city property.
- Apply fertilizer and weed control as needed.
- Maintain sprinkler systems in parks and water manually where needed.
- Manage the compost (tree and grass) dump, do a controlled burn as needed.
- Maintain and replace street signs as needed

Supervise

- Supervise one (or two seasonally) part time maintenance workers

This position requires that the candidate be willing to be on call 24/7 to respond to water and lift station emergencies.