

EMPLOYMENT OPPORTUNITY

CITY OF YUTAN HAS AN OPENING FOR THE FULL-TIME POSITION OF UTILITIES ASSISTANT

Full-time person to perform duties in the operation and maintenance of the streets, sewer and water system, storm drainage, parks, city equipment, public buildings, and other tasks as assigned for the City of Yutan, an EOE employer. Candidate must be in good physical condition and possess a valid Nebraska driver's license with a clean driving record. Must be able to obtain state certification as a Grade 4 Water Operator and Grade 1 Lagoon Wastewater Operator. Competitive pay based on experience and qualifications. Job description and applications are available at the City of Yutan's office: 112 Vine Street, Yutan, NE 68073. (402) 625-2112 or the City's website at <https://www.cityofyutan.com/>.

Inquiries and resumes may be sent to:

Cole Bockelmann
City Administrator
P.O. Box 215
Yutan, NE 68073

cbockelmann@cityofyutan.com

Applications will be accepted until position is filled, with the first review of applications on June 16, 2021.

JOB TITLE: Utility Assistant

DEPARTMENT: Maintenance

WORK SCHEDULE: 40-hour work week - Monday-Friday; Availability for weekend maintenance and emergency 24-hour call.

PAY SCALE: \$14.50-22.65 per hour, depending on experience and qualifications

REPORT TO: Utility Superintendent and City Administrator

COORDINATES & COOPERATES WITH: Internal - Mayor, City Council, City Administrator, Utility Superintendent and Employees. External - City Engineer, State Agencies, other Utility Companies, School Officials, Contractors, Builders, and the Public.

JOB DESCRIPTION:

Under the direction of the Utility Superintendent or in case of his absence performs duties in the operation and maintenance of the streets, sewer system, water system, storm drainage, parks, city equipment and public buildings; performs on-call duty performing emergency service, including weekend checks of water and wastewater facilities; and able to react to change productively and to handle other tasks as assigned.

DUTIES & RESPONSIBILITIES:

STREETS: Shall perform street maintenance duties such as snow removal, street cleaning, concrete replacement, pavement marking, keep culverts, streets and ditches clear of debris at all times, grade and gravel streets as necessary. **WATER:** Performs work in the safe operation and maintenance repair and construction of water lines and hydrants; services well pumps, controls and related appurtenances in the water system; takes samples of water for testing; participates in pulling and repair of pumps and controls, motors and services and performs minor repairs and maintenance on equipment; maintains pumping records and performs related duties; maintains log records and prepares periodic reports to be submitted to the State; lays and taps pipes and mains in the water distribution system; locates valves; installs and repairs hydrants, valves, and water meters; makes daily rounds and lubricates and services pumps; works with Clerk to ensure that all meters are read as needed. **SEWER:** Maintains and monitors instruments and other plant machinery to assure proper treatment of wastewater; ensures proper quality by making adjustments to the treatment process, taking samples and testing as appropriate; performs general maintenance and janitorial work at the plant; performs preventive maintenance on plant machinery and equipment; keeps daily records and prepares periodic reports to be submitted to the State; cleans the sewer lines bi-annually. **PARK:** Performs general upkeep of the parks which includes: mowing, cleaning of restrooms, winterizing of park, paint and repair picnic tables,

trimming of trees, weed control, repair of playground equipment when needed, and reporting major problems to the Utility Superintendent. . **BUILDING INSPECTION:** (Optional) Perform the duty of the city building inspector per City Code and International Code Council's building codes. **MISCELLANEOUS:** Responsible for promoting and enforcing safe work habits; May perform minor electrical work, have the ability to perform the duties of the Utility Superintendent in his/her absence; Responsibility for reporting any noted malfunction to the Utility Superintendent immediately. Any other duties as assigned.

SKILLS & ABILITIES (Physical, technical, etc.):

Skilled in the operation of the equipment used in the maintenance, repair, and construction of sewer and water lines, street and park maintenance, pumping equipment, controls, and appurtenances under adverse weather conditions (cold, hot, mud, snow or rain); considerable knowledge of the hazards and safety precautions applicable to the work; must be able to enter confined spaces properly; climbing down narrow ladders to service meters or clear obstructions from piping; ability to do arithmetic calculations and use calculators on a daily basis, ability to prepare reports clearly and concisely, oral and written; ability to establish and maintain effective working relationships with supervisors, representatives of other agencies and the public; ability to lift six pounds regularly (Job requires physical ability to lift 85 pounds); ability to work on-call and on weekends on a regular basis; ability to climb up onto and down from equipment; knowledge of the mechanical operation of diesel and gas powered equipment; ability to maintain and make routine repairs to such equipment; ability to work 16 hour shifts in cold weather with snow removal or emergency situations.

EDUCATION/EXPERIENCE/TRAINING:

High School Graduate or equivalent. Applicable knowledge of job through a minimum of one-year experience in this type of work. Possess a valid driver's license with a clean driving record.

SPECIAL REQUIREMENT:

Ability to obtain state certification as a Grade 4 Water Operator and state certification as a Grade 1 Wastewater Operator; ability to obtain all State required certifications and/or licenses as they become necessary; responsible for keeping continuing education units for certification current.