

**VILLAGE OF LODGEPOLE  
POSITION DESCRIPTION  
UTILITY SUPERINTENDENT (DETAILED)**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervision of Utility Superintendent Assistant: (if an assistant is hired)
  - Interview and hire
  - Train
  - Prepare work schedule.
  - Assign tasks.
  - Review and approve timecard.
  - Complete annual performance review and present to Trustee Board for approval and action.
  - Disciplinary action.
- Water and Sewer Systems – Operation and Maintenance
  - Obtain and maintain State certification as a grade 4 certified water operator.
  - Point of contact for water and sewer and follow State and Federal regulations to ensure water and sewer systems stay in compliance with the Nebraska Department of Environment and Energy (NDEE) guidelines and standards.
  - Plans, directs, and supervises the operations and maintenance of the water distribution and treatment system.
  - Inspect, clean, and maintain sewer mains and lift stations.
  - Sample, prepare and submit reports to the State of Nebraska.
  - Maintain and upgrade water meters.
  - Water – Annual Valve Cycling,
  - Sewer – Annually flush sewer mains – partner project with either Chappell or Sidney.
  - Maintain records and reports: Static Well Levels; total gallons pumped (for NRD); water book documenting water samples.
  - Manage water and sewer projects.
- Electrical Systems – Operation and Maintenance
  - Maintenance only due to age and cost of electrical system
  - A minimum of 2 years journeyman lineman or 10-15 years journeyman experience with medium/high voltage (480-2400 voltage) with a 3 phase Delta system.
- Perform Monthly Utility Readings
  - Will take readings via handheld device at the end of each month either by trash truck and/or PAC.
- Sanitation:
  - Weekly collection of trash within the village and the surrounding area including Sunol.
  - Maintain the State licensed dumpsite for grass clippings, tree branches and yard debris.
  - Distribute trash containers.
- Roads and Streets:
  - Operate equipment required to maintain streets, roads, alleys such as truck, back-hoe, road grader, snowplow.
- Recycling Facility – Upkeep and Maintenance

- Keep the recycling dumpsters in good working order,
- Take the cardboard and aluminum cans to the recycling facility in Sidney.
- Schedule pickups for the recycling dumpsters.
- Parks, Recreational Facilities and Other Village Properties – Upkeep and Maintenance
  - Mow
  - Spray weeds (No applicator license needed as long as no RUP being applied.)
  - Dirt work
  - Water
  - Landscaping/Reseed when necessary.
- Maintenance of Village public and operational buildings:
  - Create and maintain a weekly and/or monthly schedule of building checks for repairs, cleaning, and organizing.
  - Coordinate and schedule periodic checks to clean and maintain the Community Center after each use.
  - Coordinate and create a regular schedule for the maintenance and cleaning of the Panther Activity Center (PAC).
- Village Vehicles, Equipment, and Tools – Upkeep and Maintenance
  - Maintain clean vehicles and equipment.
  - Upkeep and disposal of trash, unused/unrepairable equipment/tools/parts.
  - Keep up-to-date maintenance records on all vehicles and equipment, to prepare information for yearly reports, including sending data to Lodgepole's Roads, and Street Superintendent.
  - Research and schedule the most economical and quality service when outsourcing repairs and maintenance on vehicles and equipment.

#### Cemetery duties:

- Open and close grave sites
- Dump trash cans
- Roads only maintenance during the winter when a funeral service is scheduled to clear snow and ice for the service.

#### Reports/Filing/Other Administrative

- Determine work procedures and expedite workflow, studies, and standardize procedures to improve efficiency and effectiveness of operations.
  - Develop and implement operation and maintenance procedures.
  - Attends regular and special LVBT meetings as required.
  - Provide a report of activities as requested from the LVBT.
  - Attending seminars and workshops related to Utility Superintendent duties and responsibilities as approved by the LVBT.
- Dog Kennel – need to renew inspection annually and maintain kennel if needed.
- Organize and maintain files and records for all departments under the supervision of the Utility Superintendent.
- Street and Roads data to include verification of VIN and year on all vehicles and equipment.
- Purchasing responsibilities with the guidelines of the budget and the direction of the Lodgepole Board of Trustees.
- Request and report bids as needed and requested by the Lodgepole Board of Trustees.
- Safety Training – ensure that there is adequate safety training for all maintenance personnel which may include monthly safety training and maintain safety training records.
- Perform other duties as assigned by the Lodgepole Board of Trustees.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Skilled in the operation of light and heavy construction equipment.
- Knowledge of water distribution principles.
- Knowledge of local, state, and federal regulations related to safe drinking water and water treatment.
- Knowledge of computers and job-related software programs.
- Knowledge of water system pumps, and motors.
- Skill in interpretation of plans, maps and specifications.
- Skills in planning, organization and decision making.
- Skill in the management of budgets.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, officials, vendors, and the public.
- Ability to communicate effectively verbally and in writing.
- Possess a valid Nebraska driver's license.
- Schedule and keep current all certifications and continuing education credits as required by the State of Nebraska.
- Attend the monthly board meetings and any other required meetings to communicate to the Village of Lodgepole Board of Trustees current on activities in all departments, emergent and non-emergent.
- Obtain and maintain a valid driver's license with CDL, class B endorsement.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands to finger, handle, feel or operate objects, tools, equipment, or controls, and reach with hands and arms. The employee is required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet but will depend on the equipment operating.

If interested: Please send resume or questions to [lpclerk@daltontel.net](mailto:lpclerk@daltontel.net)