

**Public Maintenance Department Job Duties**

*\*\* Job duties are not limited to the items below \*\**

**Parks**

- \* Check safety of park equipment- weekly
- \* Pressure wash park equipment- Bi-weekly
- \* Pick up trash- weekly
- \* Check safety of park benches and tables- monthly

**Basketball Court**

- \* Check basketball nets- monthly
- \* Check the lines on the basketball court to ensure they are visible- monthly
- \* Pick up trash- weekly

**City-Wide**

- \* Take trash cans to road on Thursday afternoon so it can be picked up on Friday
- \* Clean Civic Center- weekly
- \* Check street signs (visibility, make sure they are in place, check poles)- monthly
- \* Check signage throughout the City (visibility, make sure they are in place, check poles)- monthly
- \* Check stop signs (visibility, make sure they are in place, check poles)- monthly
- \* Fill potholes
- \* Check for drainage issues after it rains & take pictures of trouble areas- case by case basis
- \* Keep up with inventory for signs- monthly and/or after using items in inventory

**Public Works**

- \* Reread meters that aren't reading in the system
- \* Change meters
- \* Change and active endpoints
- \* Raise meter boxes
- \* Clean work area at water plant- monthly
- \* Clean meters and endpoints in preparation for them to be returned
- \* Keep inventory of meters and endpoints
- \* Check on leaks called in by customers
- \* Lead/Copper Line Inventory

**Other Misc. Tasks**

- \* Work with the Mayor and Council on various tasks as needed
- \* Various tasks assigned by the City Administrator