

Township of Breitung Agenda-Special Meeting

Township of Breitung Special Meeting 08/05/2020

Breitung Town Hall 12 Noon and via teleconference

Call in information (701) 802-5299, Access Code 8973797#

- Call the meeting to order/Roll Call
- Acceptance of Agenda
- Correspondence
 - Town people feeding deer
 - Letter from Local Union 49 to begin Contract Negotiations
 - Letter on Drinking Water @ McKinley Park
- Public Input

Old Business

- Projects

New Business

- Fire Department Pick Up Truck
- Part Time Maintenance-Resignation of Tom Poderzay Jr
- Cares Fund

Next Regular Meeting Date-August 25th, 2020 @ 12 Noon

Adjourn

clerk@breitungtownship.org

From: Breitung Police Department <police@breitungtownship.org>
Sent: Wednesday, July 29, 2020 10:11 AM
To: clerk@breitungtownship.org
Subject: Deer

Not sure who to send tis to. [REDACTED] called complaining about deer in town and people feeding them. Wants it brought up to the board. States they have ate her whole garden.
She would like a call from someone on the board. [REDACTED]

Thank you

Lieutenant Jason Sanderson
Breitung Police Department
41 1st Ave PO Box 6
Soudan MN 55782

P- (218) 753-6660
F- (218) 753-2407

Jorgine Gornick

From: Daniel Manick <dmanick@local49.org>
Sent: Tuesday, August 04, 2020 1:15 PM
To: Jorgine Gornick
Subject: 49 negotiations

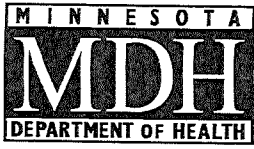
Good afternoon Jorgine,

Could you please ask your Board to have several options for negotiations dates, I have some meetings scheduled that I am obligated to attend. You can call me tomorrow at your earliest convenience if you have dates for me to choose from.

Thank you

Daniel Manick
IUOE Local 49 Business Agent
2002 London Road, Suite 116
Duluth, MN 55812
218-724-3840 Office
218-341-7359 Cell





625 Robert St. N. St. Paul MN 55155
P.O. Box 64975 St. Paul MN 55164 - 0975

MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Report of Analytical Results



Final Report - Client Copy

The following are the results of your most recent sample analysis required for compliance with the Environmental Protection Agency's (EPA) Safe Drinking Water Rules. The results indicate the sample(s) collected was in compliance with Safe Drinking Water Rules. **This report pertains only to the contaminants which have a lab result listed below.** It may not address all regulated contaminants. These results must be kept in your files for a minimum of ten (10) years. If you have any questions, call 651/201-4700.

Program: HU Transient Noncommunity

System Name : **McKinley Park Campground**
City : Soudan

PWSID: **5690125**

Laboratory : Pace Analytical Services, Inc.--Virginia

Date Collected	: 06/17/2020	Lab Sample #	: 14576901
Date Received	: 06/17/2020	Field #	:
Date Analyzed	: 06/18/2020	Sample Type	: B
Collector Name	: Cody Tennant		
Collector ID	:		
Sampling Site	: Distribution Sytem-DW HB		

BACTERIA RESULT: NO COLIFORM BACTERIA WERE DETECTED.

TOWN OF BREITUNG
C/O TOWNSHIP CLERK
P.O. BOX 56
SOUDAN MN 55782

Date Report Generated: 06/29/2020

Projects 07-22-2020

List is not in order of importance

Lenci Punch List

Roof Addition

- Ice Buildup-will watch next winter

Cameras

- Dianna working with Roger/CTC/Hunt Electric
- May need another NVR (recorder), may need another IP address
- Need to schedule training
- Need software and maybe monitor
- Need to work with CTC for an alternate solution to recorder/IP address

Black Out Shades

- Ordered 07/30/2020-should be here in one month-cost \$2540

Road and Bridge Projects

Grade dirt roads with Class 5-Class 5 Pile getting low, look at prioritizing roads, Estimate from CWDirtworks-\$90/hr. tandem, \$80/hr. single axle, \$60/hr. for an operator to run our grader, \$95/hr. skid steer, \$115/hr. roller

- McKinley Park Acres-need to fix first 600' and look at culvert

Sanitary Sewer Castings-(Mineview St)

- Update (07/21/2020)-No price at this time

Sanitary Sewer Casting-Bike Trail & Ballfield-Removed and patched

- Update (07/21/2020)-Need more patch

Water Leak-George Wick old home-Work completed

- Update (07/21/2020)-Clerk to follow up on invoicing, Tom working with the county in maintaining. No blacktop until spring of next year.

Bike Trail-Ponds to McKinley Park-Need to discuss with John Jamnick, IRRRB has grants available, spot needs to be repaired

- Update (06/23/2020)-spot that needed repair is done and complete. Tim met with Sarah from JPJ Eng., looking to put a design together for an extension next year. Funds available from IRRR, may qualify for legacy funds, will have to work w/county once there is a plan

Hockey Boards

- Update (07/21/2020) Keep on the list, check temporary lights

McKinley Park

- Benches-Update (07/21/2020)-Cost of 6 tables and 1 bench \$5593, to be delivered directly to McKinley Park July 23, 2020.
- Docks at McKinley Park need repair
- Playground Structure needs repair

Stop Signs Blocked

- Stop sign at W Mallard blocked by brush
- Stop sign at the Junction Rd and 169 just before the bike trail covered with brush

Heat to Booster Pump-Request made for JPJ Engineering to get an estimate

CWDirtworks is currently keeping equipment in the pit

Mesabi Bituminous Punch List

Project 17-387 Town Hall

Drainage from the back of the south/east side of city hall need to have a trench and pipe, drain tile, waiting for price

Drainage from the back of the north/west side of city hall needs to have a fabric and rock

Grate on culvert on south/east side of driveway, safety issue

Reseal concrete-To take care of cracks and reseal, will monitor

Project 19-593 Lake Vermilion Park Drive North Paving

Fertilizer-Type 2

Erosion Control-Blankets Category 3N

Seeding

Seeding Mixture- 25-121

Mulch Material-Type 3

Other

Blacktop @ pit-Work with Tom Nemnich about blacktop at the pit, if they don't want it, can we use it and mix with Class 5

Reseed at south side of the building

State Park Road-Paving

Parking Blocks-Need estimate for removable blocks



July 27, 2020

Polly McDonald, Clerk
Breitung Township
33 – 1st Avenue
P.O. Box 56
Soudan, MN 55782

**Breitung Township Hall Renovation
ARI Project # 19-010**

Polly:

Enclosed is Application for Payment #9 from Lenci Enterprises, Inc., in the amount of \$7,036.12 for work done on the above referenced project.

This application is hereby approved for payment by this office.

Sincerely,

ARCHITECTURAL RESOURCES, INC.

Angela Ducote
Business Manager

amd

enc

cc: Lenci Enterprises, Inc.
Tim Tomsich, Supervisor-Chairman

ARCHITECTURAL RESOURCES INC

704 East Howard Street | Hibbing, MN 55746
Tel: 218.263.6868 | Fax: 218.722.6803

126 East Superior Street | Duluth, MN 55802
Tel: 218.727.8481 | Fax: 218.727.8483

www.arimn.com

APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE ONE OF 2 PAGES

TO OWNER:
Breitung Township
P.O. Box 56
Soudan, MN 55782
FROM CONTRACTOR:
Lenci Enterprises, Inc.
P.O. Box 6
Virginia, MN 55792

PROJECT:
Breitung Township Hall Renovation
33 First Avenue
Soudan, MN 55782
VIA ARCHITECT:
Architectural Resources, Inc. - Attn. Scott Sosalla
704 East Howard Street
Hibbing, MN 55746

APPLICATION #: NINE
PERIOD TO: 07/02/20
PROJECT NOS:
CONTRACT DATE: 05/20/19

Distribution to:
☐ Owner
☐ Const. Mgr
☐ Architect
☐ Contractor

CONTRACT FOR: Complete Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----

\$ 934,500.00

2. Net change by Change Orders-----

\$ 36,515.12

3. CONTRACT SUM TO DATE (Line 1 +/- 2)

\$ 971,015.12

4. TOTAL COMPLETED & STORED TO DATE-\$

971,015.12

5. RETAINAGE:

a. of Completed Work
(Columns D+E on Continuation Sheet)

\$

b. of Stored Material
(Column F on Continuation Sheet)

\$

Total Retainage (Line 5a + 5b or
Total in Column 1 of Continuation Sheet-----

\$ 971,015.12

6. TOTAL EARNED LESS RETAINAGE-----

\$ 971,015.12

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 4 less Line 5 Total)

\$ 963,979.00

8. CURRENT PAYMENT DUE-----

\$ 7,036.12

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6)

\$

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$37,040.00	
Total approved this Month	-\$524.88	
TOTALS	\$36,515.12	
NET CHANGES by Change Order	\$36,515.12	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR: LENCI ENTERPRISES, INC.

By: _____ **Date:** 7/2/20

State of: Minnesota
County of: St. Louis

Subscribed and sworn to before me this 2nd day of July, 2020

Notary Public: Michelle J. Lovas
My Commission expires: 01/31/25



CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ----- \$ 7,036.12
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: *Michael J. Lovas* **Date:** 7/14/20

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:

Bretlung Township Hall Renovation

33 First Avenue

Soudan, MN 55782

Page 2 of 2 Pages

APPLICATION NUMBER:

NINE

APPLICATION DATE:

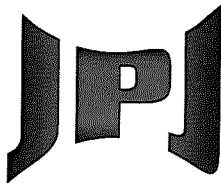
07/02/20

PERIOD TO:

2-Jul-20

ARCHITECTS PROJECT NO:

A	B	C	D		E	F		G		H		I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not In D or E)	Total Completed And Stored To Date (D + E + F)	% (G/C)	Balance To Finish (C - G)	Retainage			
			From Previous Application (D + E)	This Period								
1	General Conditions	60,700.00	60,700.00			60,700.00	100%					
2	Demolition	37,000.00	37,000.00			37,000.00	100%					
3	Earthwork	9,000.00	9,000.00			9,000.00	100%					
4	Concrete/Masonry	32,000.00	32,000.00			32,000.00	100%					
5	Precast Stair	2,000.00	2,000.00			2,000.00	100%					
6	Misc. Steel	7,400.00	7,400.00			7,400.00	100%					
7	Rough Carpentry	34,800.00	34,800.00			34,800.00	100%					
8	Custom Casework	10,000.00	10,000.00			10,000.00	100%					
9	Metal Furring/Rigid Insulation	35,500.00	35,500.00			35,500.00	100%					
10	EPDM Roofing/Aluminum Siding	142,600.00	142,600.00			142,600.00	100%					
11	Hollow Metal/Wood Doors/Hardware	18,600.00	18,600.00			18,600.00	100%					
12	Coiling Doors	11,100.00	11,100.00			11,100.00	100%					
13	Overhead Doors	13,500.00	13,500.00			13,500.00	100%					
14	Aluminum Entrance/Windows	42,100.00	42,100.00			42,100.00	100%					
15	Gypsum Drywall/FRP Panel	131,000.00	131,000.00			131,000.00	100%					
16	Metal Liner Panel	4,600.00	4,600.00			4,600.00	100%					
17	Ceramic/Resilient/Carpet Tile	26,200.00	26,200.00			26,200.00	100%					
18	Resinous Flooring	24,600.00	24,600.00			24,600.00	100%					
19	Acoustic Ceilings	8,300.00	8,300.00			8,300.00	100%					
20	Painting	11,800.00	11,800.00			11,800.00	100%					
21	Specialty Items	9,500.00	9,500.00			9,500.00	100%					
22	Mechanical	152,400.00	150,800.00	1,600.00		152,400.00	100%					
23	Electrical	109,800.00	109,800.00			109,800.00	100%					
24	Change Order No. 1	32,479.00	32,479.00			32,479.00	100%					
25	Change Order No. 2	4,561.00	3,600.00	961.00		4,561.00	100%					
26	Change order No. 3	(524.88)		(524.88)		(524.88)						
27												
28												
	SUBTOTALS PAGE 2	971,015.12	968,979.00	2,036.12		971,015.12	100%					



Engineering

Land Surveying

Site Development

INVOICE

July 27, 2020

Please make checks payable to:

JPJ Engineering, Inc.

Federal Tax ID #: 27-4371358

The Honorable Tim Tomsich
Chairman, Breitung Township
P.O. Box 56
Soudan, MN 55782-0056

Project: **Town Hall Improvements**
Project No.: 17-387
Invoice No.: 8
Invoice Period: July 2020

For professional engineering services provided to the Township of Breitung for the above mentioned project.
Services performed included the following:

Item	Contract Amount	Percent Cmplt	Amount Billed To Date	Contract Amount Remaining	Amount Previously Invoiced	Current Invoice Amount
Design Fee (6% of \$200,000)	\$12,000.00	100%	12,000.00	0.00	12,000.00	0.00
Construction Management	Hourly		27,610.80		23,940.34	3,670.46
Subtotal	\$12,000.00		\$39,610.80	\$0.00	\$35,940.34	\$3,670.46
GRAND TOTAL	\$12,000.00		\$39,610.80	\$0.00	\$35,940.34	\$3,670.46

TOTAL AMOUNT DUE THIS INVOICE**\$3,670.46**

Approved by:

John P. Jamnick, Principal Engineer

Invoices are due and payable upon receipt. Invoices not paid within 30 days of the date rendered will be assessed a finance charge of 1.0% per month for each month beyond 30 days past due.

425 Grant Street

P.O. Box 656

Hibbing, MN 55746

218-262-5528

218-262-5059 (Fax)

5670 Miller Trunk Hwy Suite A

Duluth, MN 55811

218-720-6219

218-720-6267 (Fax)

www.jpjeng.com

I, Tom Roderay, am giving
my RESIGNATION LETTER ON JULY 30, 2020
TO END MY EMPLOYMENT WITH
BREITUNG TOWNSHIP ON THE DATE OF
AUGUST 15, 2020. THANKS TO EVERYONE
FOR THE OPPORTUNITY OF MY JOB FOR
THE PAST 10 OR 30 YEARS.

SINCERELY,

THOMAS R. RODERAY JR.
Tom Roderay Jr.

Job Description-Part Time Maintenance (Current)

Summer

- Maintain Ballfield and Rink
- Mowing-Includes Township owned vacant lots, bike trail, new State Park Road, etc
- Ballfield-Ensure infield is kept nice. Prep field for games-dragging, lines, garbage cans, etc. Run Scoreboard, paperwork for Tournaments
- Rink-Flooding, snow removal, repairs as needed, update schedule

Winter

- Clean sidewalks and shovel off roofs

This position assists the Maintenance Supervisor with the following:

- Camera Sewers
- Thawing out frozen lines
- Docks
- Snow Fence
- Various other duties

Current position requires a lot of weekend work

**FAYAL TOWNSHIP
JOB DESCRIPTION**

JOB TITLE

Part-Time Casual Labor Employee

DEPARTMENT

Public Works

DATE:

February 10, 2017

REPORTS TO: Public Works Working Foreman, Senior Wastewater Operator, Town Clerk

SCOPE OF POSITIONS

General Statement of Duties: Performs general maintenance within the Town Hall complex and surrounding recreational sites. Works with a wide variety of hand and power tools safely in the performance of daily duties.

Working Environment: Indoors and outdoors, all-weather conditions, noisy conditions, possibly heavy traffic condition.

Supervision Received: Working Foreman and/or Senior Waste Water Operator, Town Clerk, Board Supervisor.

Supervision Exercised: None.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Fayal Town Board and/or Working Foreman, Senior Wastewater Operator, Town Clerk.

- Receives instructions from Working Foreman, Senior Wastewater Operator, Town Clerk.
- Operates various types of motorized equipment in the performance of duties, including but not limited to, power lawn mowers, trimmers, chainsaws and light duty utility vehicles.
- Performs grounds keeping duties within the Town of Fayal such as lawn mowing, trimming, weed control and pruning.
- Clears areas of snow and removes snow from the solar panels on a regular basis.
- Cuts and clears brush, weeds and grass from rights of way and on other Township properties.
- Paints and performs light carpentry work as may be required in the maintenance of Township facilities.
- Maintains tools and equipment and may make minor repairs as needed.
- Assists in keeping equipment in clean and orderly condition.
- Assists in routine maintenance and minor repair activities of the Township buildings and recreational facilities.
- Assists in janitorial duties as needed throughout the Town complex.
- Helps and assists other departments as needed.
- Performs related tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to follow oral and written instructions and to work independently.

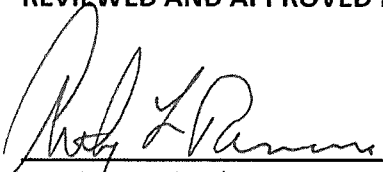
- Ability to perform strenuous physical labor under less than desirable conditions.
- Ability to make changes in sequence on semi-repetitive jobs.
- Ability to handle material manually and mechanically.
- Ability to work as a member of a crew requiring consideration with others to prepare and perform tasks.
- Moderate physical exertions, ability to lift and carry 55 pounds, acute mental and visual application in operating in congested areas.
- Ability to perform minor mechanical repairs on a variety of minor equipment as well as other power equipment and tools.
- Ability to converse and interact in a professional and polite manner with the public, public officials, regulatory officials, engineers and/or contractors and other employees of the Town.
- In event of an emergency and with proper training and licensing, ability to operate graders, tractors, loaders, rubber-tired loader, backhoes, trucks, shouldering machine and other major equipment.

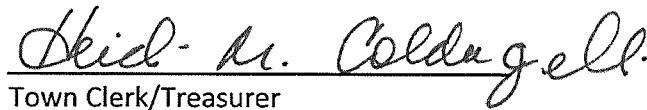
MINIMUM QUALIFICATIONS:

- Valid Class "D" driver's license.
- Ability to lift and carry up to 55 pounds.
- Ability to pass pre-employment background check and chemical screening.
- Employee will be subject to random drug and alcohol screening.

REVIEWED AND APPROVED BY:

Date: 2-21-2017


Fayal Township/Board Chairman


Town Clerk/Treasurer

**FAYAL TOWNSHIP
JOB DESCRIPTION**

JOB TITLE

Equipment Operator/Repairman

DEPARTMENT

Public Works

DATE:

July 05, 2016

REPORTS TO: Public Works Working Foreman

SCOPE OF POSITIONS

General Statement of Duties: To operate and maintain graders, tractor mower, loaders, rubber-tired loader, backhoes, trucks, shouldering machine, sweepers, culvert steamer, in and about Fayal Township. Responsible to fill in for the working foreman in his/her absence. Work with a wide variety of hand and power tools safely in the performance of daily duties.

Working Environment: Primarily outdoors, all-weather conditions, noisy conditions, handling of fuels and lubricants, heavy traffic conditions.

Supervision Received: Board Supervisor and/or Working Foreman.

Supervision Exercised: (When acting as temporary foreman): Public Works Employees, casuals

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Fayal Town Board and/or Working Foreman.

- Receives instructions from Board Liaison as well as Working Foreman.
- Checks equipment for fuel, oil, and coolant and greases equipment daily. Fill out D.O.T. daily equipment checklist and reports needed repairs to supervisor.
- Operates levers and controls on graders, tractors, loaders, rubber-tired loaders, backhoes; to cut streets to grade, load sand, gravel and dirt. Plow snow with grader, etc.
- Hauls sand, gravel, dirt and supplies. Operates steam boiler to thaw culverts and cleans equipment.
- Loads snow with loader or backhoe.
- Installs culverts and back fill; fills holes in streets, digs catch basins and ditches.
- Flush streets for sweeper or blacktopping, operates sweeper to sweep and flush streets.
- Changes cutting edges and augers. Services equipment and changes tires including daily and regular preventative maintenance on heavy equipment as well as care and maintenance of assorted power tools.
- Keeps equipment in clean orderly condition.
- Directs the work of others (casuals) or other employees when serving as temporary foreman.
- Early start times and overtime may be required.
- Assists in the coordination of long range road repairs and maintenance as well as equipment maintenance and purchases and replacement.
- Assists in routine maintenance and minor repair activities of the Township buildings, water, wastewater and recreational facilities.

- Reads and interprets plans and locates utilities and other infrastructures in the field.
- Prepares and maintains daily activity reports.
- Helps and assists other departments as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to carry out complex verbal or written instructions necessary for the performance of semi-repetitive manual and motorized tasks.
- Ability to supervise work activities for public works, wastewater collection system and casual employees.
- Ability to read and comprehend MSDS and hazardous material worksheets and forms.
- Ability to make changes in sequence on semi-repetitive jobs.
- Ability to handle material manually and mechanically.
- Ability to work as a member of a crew requiring consideration with others to prepare and perform tasks, as well as to act as temporary lead foreman.
- Ability to follow instructions and to work independently.
- Ability to operate graders, tractors, loaders, rubber-tired loader, backhoes, trucks, shouldering machine and other major equipment.
- Ability to obtain and maintain a valid Class "B" CDL, Boiler's License, Class "D" Water Operator's License and Class SD Wastewater Operator License.
- Ability to perform mechanical repairs on a variety of heavy equipment as well as other power equipment and tools.
- Knowledge and ability to prepare estimates, specs and reports.
- Moderate physical exertions, ability to lift and carry 55 pounds, acute mental and visual application in operating in congested areas.
- Ability to perform minor mechanical repairs on a variety of heavy equipment as well as other power equipment and tools.
- Ability to read and interpret construction plans and other engineering drawings.
- Ability to operate locating equipment and accurately locate buried utilities.
- Basic ability to operate a personal computer and SCADA system.
- Ability to converse and interact in a professional and polite manner with the public, public officials, regulatory officials, engineers and/or contractors and other employees of the Town.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Valid Class "B" CDL driver's license.
- 5 years of work related experience in operation and maintenance of heavy equipment.
- Ability to lift and carry up to 55 pounds.
- Ability to pass pre-employment physical and chemical screening.
- Employee will be subject to random drug and alcohol screening.

REVIEWED AND APPROVED BY:

Date: _____

Staff Representative - AFSCME CO. 65

Fayal Township/Board Chairman

Purposes and Functions of the Public Works Department-Virginia, MN

Maintain streets, alleys, and curb repairs.

- plow, sand and remove snow
- paint traffic control aids
- remove and replace signage

Maintain storm and sanitary sewers.

Schedule garbage and recycling pickups

Deliver dumpsters to residents and businesses

Keep public informed on changes in schedules

Perform maintenance on entire City fleet vehicles and equipment (Police, Fire, Park & Rec., Public Works, and Public Utilities)



CITY OF TOWER

Job Title:	Maintenance Assistant or Maintenance Assistant Welder	Job Category:	Non-exempt
Department/Group:	Maintenance	Job Code/ Req#:	
Location:	Tower, MN	Travel Required:	No
Level/Salary Range:	AFSCME 1490 Maintenance Assistant Starting \$18.34/hr + longevity pay Maintenance Assistant/Welder Starting \$19.51 + longevity pay	Position Type:	Full-time
HR Contact:	Maintenance Foreman	Date Posted:	12/23/19
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	01/13/20
External Posting URL:	www.cityoftower.com		

Applications Accepted By:

EMAIL:

clerk.treasurer@cityoftower.com
Subject Line: Job Application: City of Tower
Maintenance Assistant

MAIL:

Attn: Clerk/Treasurer
CITY OF TOWER
PO Box 576
Tower, MN 55790

Job Description

WHY THE JOB EXISTS

The City of Tower is over 130 years old and over 3 sq miles. The City runs municipal public water supply and sewer lines. They have over 5 miles of road (average 60 inches snow/year over several snowfall events), a City Hall with a Maintenance Garage, a Civic Center, a historic train depot and train, a Fire Hall, a municipal campground (Hoodoo Point), a municipal airport, two playgrounds, a municipal forest with ski trail, two other Maintenance pole buildings. All these resources need to be physically maintained by a small dedicated team of employees.

ROLE AND RESPONSIBILITIES

Building Maintenance

- Perform general cleaning (floor care, window care, seating, garbage removal, bathroom care)
- Maintain and repair all City heating and cooling systems, as appropriate
- Maintain and repair City electrical systems, as appropriate.
- Minor structural repairs (lighting replacements, plumbing, paint)
- Access Control

Streets/Sidewalks/Public Areas

- Remove snow from street, sidewalks, and appropriate public areas with shovel, snowblower, snow plow, dump truck. Maintain safe conditions with salt and sand applications.
- Remove fallen limbs, comprised trees, overgrown brush that affect public use.
- Maintain and repair streetlights, including season banners
- Perform basic repairs on streets and sidewalks
- Grade roads and alleys.

Grounds and Parks

- Mow grass and trim weeds
- Care for trees and shrubs
- Garbage removal
- Operate snow removal equipment

Airport

- Ground maintenance (mow, trim, snow removal)
- Basic fuel system maintenance
- Clean Arrival and Departure Building
- Work with Airport Manager

Water and Sewer

- Reads, repairs, and replaces water meters
- Operate, maintain, and repair municipal water and sewer system components
- Assist in keeping water and sewer parts inventory up-to-date.
- Operate a backhoe for trenches needed for sewer and water pipe maintenance.

Vehicles, Equipment, and Tools

- Keep all vehicles, equipment, and tools clean and in good operating condition
- Perform appropriate maintenance on the vehicles, equipment, and tools.

Other duties

- Other duties, as appropriate, to maintain the City's land, infrastructure and equipment.
- Assume the duties of the Maintenance Working Foreman during that employee's absence.
- Keep track of time spent at various tasks budgets by separate departments on timecard.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

2-3 years of maintenance experience.

Minnesota Class B driver's license or ability to obtain within six months

PREFERRED SKILLS

2 years of equipment and tool maintenance experience

2 years of building and grounds maintenance

2 years of water and/or sewer line type experience.

BENEFITS

In addition to hourly wage, potential for on-call pay. Hourly wage schedule contains built in annual increases based on years of service.

Paid vacation accumulation schedule, paid sick leave accumulation, paid holidays, and an annual personal day.

Township of Breitung Township

Job Description

COPY

Maintenance Working Supervisor

Under direction of the Town Board, plans, organizes, and provides supervision and oversight for daily maintenance operations and activities. This includes parks, water and sewer, snowplowing, landscape and lighting, facilities, streets/drainage; supervises and evaluates the work of both Township maintenance employees and outside contractors; inspects and troubleshoots maintenance work; and performs related work as required.

Characteristics:

Duties include both field supervision and inspection of work and office administrative duties in support of the functional area of assignment. Incumbents are expected to exercise initiative and processes and solving operational problems. The Maintenance Working Supervisor has supervisory responsibility over both Township staff and contractors.

Examples of Key Duties: (Duties are illustrative and not inclusive and may vary with individual assignments.)

- * Supervises maintenance staff by determining workloads and schedules; ensures that staff are trained in maintenance activities and are following standard operating procedures.
- * Performs skilled maintenance activities varying with area of assignment, including performing basic trade activities such as electrical, plumbing and carpentry within Township buildings and facilities; maintains parks, medians, grounds and landscaping, including planting, fertilizing and trimming trees and shrubs, performing weed abatement and pest control, repairing waterlines and sewer lines, maintains and repairs township streets and traffic structures by operating a variety of specialized maintenance equipment and vehicles; and performs construction and upkeep of township infrastructure such as sound walls, traffic signs, sidewalks, and parking lots.
- * Inventories and may order supplies, equipment and materials for projects, including determining appropriate supplies and materials and locating vendors; may provide input into budget requests.
- * Answers complaints and questions regarding Township projects; contacts residents and businesses to inform them of work to be performed.
- * Performs training on safety issues ensuring staff are following safe working practices and standard operating procedures.

- * Assists in the tracking of expenditures on projects and maintains logs and records of work performed and materials used.
- * Interacts professionally with the public, vendors and Township staff; maintains effective working relationships and works in cooperation with the Township Board to effectively meet objectives.
- * Ensures that safety training is provided to staff and that proper safety practices are followed.
- * Responds to emergencies as requested; coordinates activities with other responders; directs the work of staff and utilization of resources to effect repair and ensure the safety of the community.
- * May perform a variety of field maintenance tasks, depending upon experience and level of certification.
- * Prepares records related to the work performed and materials and supplies used.
- * Performs other duties of a similar nature or level.

Qualifications:

Education and Experience:

Possession of a high school diploma or general equivalency diploma (G.E.D.) and five years of skilled or semi-skilled maintenance experience which must have included one year of lead experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. College-level course work enabling incumbent to obtain job-related licenses or certificates is desirable.

Licenses:

Must possess and maintain a valid Minnesota Class B driver's license and a satisfactory driving record.

At the option of the Township, persons hired into this class may be required to either possess or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of work.

Physical Requirements and Working Conditions:

Must possess strength, stamina and mobility to perform heavy physical work out of doors in all weather conditions and with exposure to potentially hazardous conditions, use varied hand and power tools, drive a motor vehicle and/or heavy construction equipment; lift and move materials and equipment weighing up to 90 pounds and heavier weights with the use of proper

equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio. Must work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions.

Knowledge of: (at entry)

Policies, procedures, equipment, materials and supplies related to the construction, operation, maintenance and repair of facilities and infrastructure (such as streets, underground lines) found in a municipal setting;
Policies, procedures, equipment, materials and supplies related to parks, landscape areas and street trees;
Policies, procedures, equipment, materials and supplies related to the service and maintenance of construction equipment and vehicles;
Safety practices and principles related to maintenance activities;
Applicable laws, ordinances, rules and regulations.
Techniques for effectively dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in: (at entry)

Planning, assigning, scheduling and reviewing the work of staff;
Supervising maintenance and repair tasks in area of assignment;
Assisting in developing and implementing goals, objectives, policies, procedures and work standards for the department;
Using, tact, initiative and sound judgment within general procedural guidelines;
Using tools and operating equipment used in area of assignment; and Communication and effective interaction with co-workers, managers, subordinates and the general public sufficient to exchange or convey information and to give and receive work direction.