

# Township of Breitung Agenda-Special Meeting

Township of Breitung Special Meeting 09/09/2020  
Minos Surface Building 5:00pm and via teleconference  
Call in information (701) 802-5299, Access Code 8973797#

- Call the meeting to order/Roll Call
- Acceptance of Agenda

## New Business

- Labor Negotiations between Breitung Township and International Union of Operating Engineers Local No. 49 AFL-CIO
- Job Descriptions for the Maintenance Department
- Next Steps in Hiring for the Maintenance Department

Next Regular Meeting Date-September 22<sup>nd</sup>, 2020

Adjourn

# Township of Breitung

## Job Description-Maintenance Worker

Under direction of the Working Maintenance Supervisor and Town Board, assists and performs daily maintenance operations and activities. This includes parks, water and sewer, snowplowing, landscape, lighting, facilities, streets and drainage. Troubleshoots maintenance work; and performs related work as required.

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

### Building Maintenance

- General Cleaning (floor care, window care, seating, garbage removal, bathroom care)
- Maintain and repair Township heating and cooling systems, as appropriate
- Maintain and repair City electrical systems, as appropriate
- Minor structural repairs (lighting replacement, plumbing, paint)
- Access Control

### Streets/Sidewalks/Public Areas

- Remove snow from street, sidewalks, and appropriate public areas with shovel, snow blower, snow plow, dump truck. Maintain safe conditions with salt and sand applications
- Perform basic repairs on streets, sidewalks, and traffic structures
- Maintains parks, medians, grounds and landscaping
- Weed abatement and pest control
- Grade roads and alleys

### 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 current

### Vehicles, Equipment and Tools

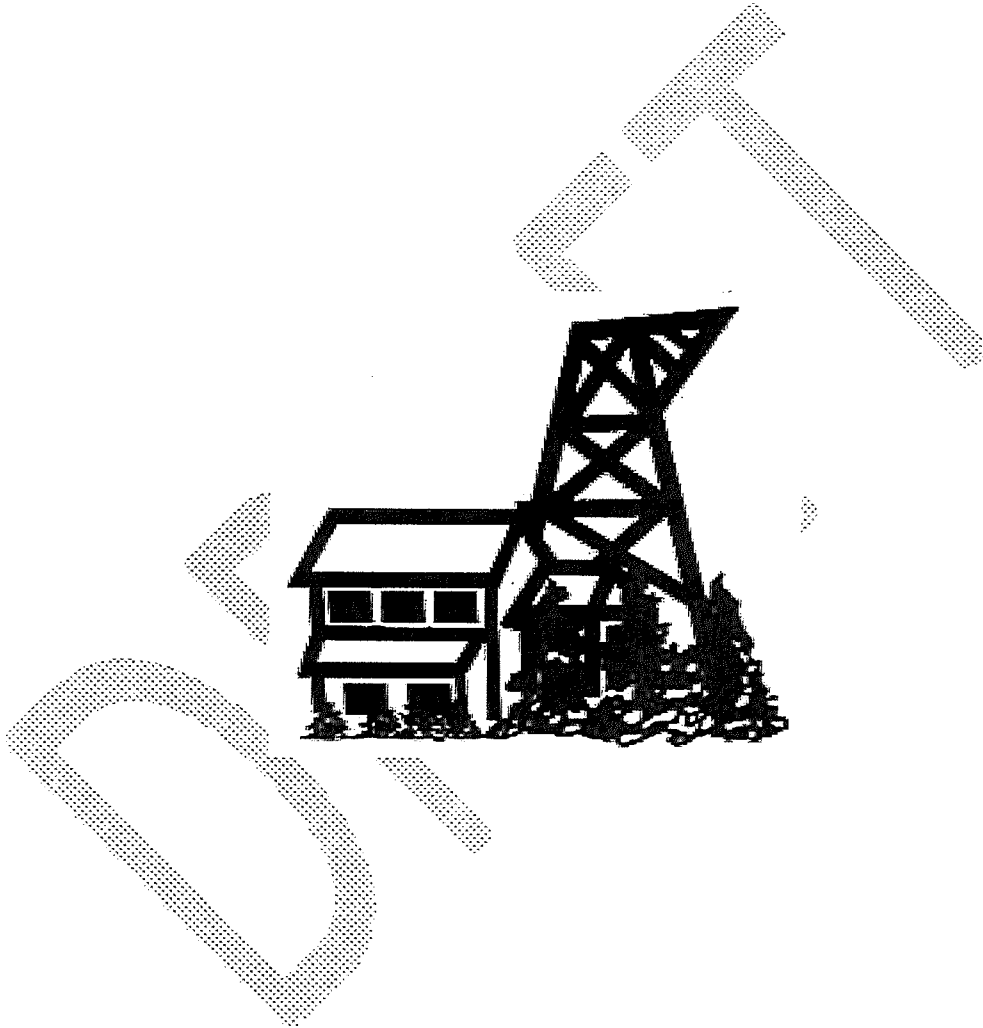
- Keep all vehicles, equipment, and tools clean and in good operating condition
- Perform appropriate maintenance on vehicles, equipment and tools

### Other

- Other duties, as appropriate to maintain the Township's land, infrastructure and equipment
- Assume the duties of Maintenance Supervisor during absence
- Keep track of time and materials spent at various tasks to ensure proper accounting for work done
- Assists with answering complaints and questions regarding Township projects; contacts residents and businesses to inform them of work to be performed
- Interacts professionally with the public, vendors and Township staff. Maintains effective working relationships and works in cooperation with other Cities, Township's and the Board to effectively meet the Township objectives
- Responds to emergencies as requested
- Ability to follow safe working practices and ensure the safety of the community

## 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 outdoors in all weather conditions with exposure to traffic and potentially hazardous conditions.



## 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