

JOB DESCRIPTION FOR CITY MAINTENANCE EMPLOYEES

D=Daily W=Weekly M=Monthly

D Make sure wastewater plant drain is cleared

Pick up trash from streets and ditch

Check and repair stop signs, report to City Hall if missing

Check around town for water leaks and repair them

Any other job duties as required

W Make sure culverts are cleared

Cut grass and weed-eat at City Hall, Police Dept., lift station, wastewater plant, by railroad tracks, between North and South Barker, end of Main Street, both end of town on Highway 79, East Taylor Street

Repair water leaks

Sweep and keep clean pump house, office, and city barn

Clear dead animals from streets or residences when necessary

M Pick up limbs on City Property – first week of month and after high winds

Read water meters around the 21st of each month

Set new water meter when needed

Install new water lines when needed

Maintenance city truck and equipment (oil change, greased, etc.)

Keep city vehicles and equipment clean

Use jetter to clear sewer blockage