

## Maintenance Position

The City of Glen Ullin is accepting applications for a maintenance person. The position requires a variety of skilled activities in the routine maintenance of city streets, city property, city equipment and its water and sewer distribution system. Skills require operation of a front-end loader, blade and trucks. Prefer a Class B license/airbrake endorsement or ability to obtain one. High school or GED completion with experience in public works or construction. Salary negotiable, benefits provided include health insurance, retirement plan, vacation and sick leave. Option to purchase other insurance benefits. **Must be able to test and be certified in Wastewater Treatment and Class "1A" Water Distribution**

Contact 348-3683 for additional information. Application on [glen-ullin.com](http://glen-ullin.com) or send resume to City of Glen Ullin, PO Box 70, Glen Ullin, ND 58631 or [glenullinauditor@midcoenetwork.com](mailto:glenullinauditor@midcoenetwork.com). Salary negotiable DOE health insurance, retirement plan, annual leave, holidays and sick leave.

*The City of Glen Ullin is an equal opportunity employer.*

### Daily

- Check lagoon
- Check water reservoir
- Check lift station
- Locate One Calls
- Check Email
- Check water machine at well house (collect money)
- Winter time-check wells for heat

### Weekly

- Clean compost pile
- Push up trees with loader at landfill
- Push up concrete with loader at landfill

### Monthly

- Clean lift station floats
- Take water sample (keep record of bacteriological water analysis and chlorine residual)
- Fix broken water meters
- Deliver past due water notices
- 1<sup>st</sup> Monday sweep streets
- 1<sup>st</sup> Wednesday sweep streets
- Transfer lagoon water
- Clean lagoon manhole

### Annually

- Maintain Streets – spray weeds, fix potholes, clean curbs, street sealing, and remove snow

Exercise valves  
Clean sewers  
Flush hydrants  
Clean lift station twice a year  
Scoria alleys  
Hall scoria to dumps stock pile  
Pump old wells twice a year  
Clean water reservoir drain screen  
Do lead and copper samples (as needed)

**As Needed**

Trim trees in park  
Cut grass on city lots  
Remove snow (sweep sidewalks)  
Check for new buildings without permits  
Vehicle maintenance  
Library, blue room and shop (general maintenance)  
Clean storm drains every time it rains  
Open landfill (as needed)  
Check water usage  
Dumps and rocks at lagoon  
Spread mosquito pellets in standing water  
Check all signs for reflective ability  
Empty garbage cans

This is not an all inclusive list