

LAKE METIGOSHE RECREATION SERVICE DISTRICT
BOTTINEAU COUNTY, NORTH DAKOTA

JOB DESCRIPTION

JOB TITLE: MANAGER AND MAINTENANCE OPERATOR
RESPONSIBLE TO: Lake Metigoshe Recreation Service District Board.

PURPOSE OF POSITION:

This is a skilled work involving the operation and maintenance of all equipment and machinery belonging to the Board for the purposes of supplying an efficient wastewater collection and treatment system for the residents of Lake Metigoshe Recreation Service District.

Work involves the inspection of plumbing systems and private sewage hookups to the equipment owned by the Board. Further, the work involves maintenance of grounds, routine laboratory tests and keeping of records regarding supplies, maintenance schedules, machinery parts, operating logs, fees, etc. The employee works with minimum supervision and shall collect all required fees of the Board.

TYPICAL DUTIES AND RESPONSIBILITIES:

Operates wastewater collection and treatment equipment owned or operated by LMRSD , inspect, service and perform routine and preventive maintenance services, clean and repair grinder stations; service any machinery and equipment at the lagoon site; service all lift stations and odor control equipment, operate and maintain gravity and pressure sewer mains including all manholes, valves and other apparatus.

Shall be subject to full time call in the performance of duties.

Involved in the inspection of all private hookups to the equipment owned by the Board and the installation of any new equipment in accordance with the standards established by the North Dakota State Department of Health and any other appropriate agency.

Monitors meters and gauges to ensure equipment is functioning properly; takes wastewater samples as required by the North Dakota Health Department; records laboratory data from routine tests in a log book; performs maintenance on grounds and buildings such as painting and grass cutting; maintenance of vehicles owned by the Board; ensures all safety precautions are exercised and proper safety equipment is used on all work assignments.

Prepares, submits and files operating reports as required by the Board and State Health Authorities; ensures proper servicing supplies are maintained at work sites and orders new supplies as required; scheduling and supervising other employee(s); helps prepare budget estimates for the board.

Perform other duties as assigned or required by the Board.

Meet with Board or Board representative as required.

NOTE: The responsibilities and duties listed are not outlined for the purpose of limiting the assignments of work and not to be construed as a complete list of duties under this job title.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn and to work in situations involving exposure to extreme weather conditions, noxious odors and tight working spaces.

Knowledge of standard tools, materials, equipment and procedures used in wastewater collection and treatment.

Knowledge of the occupational and safety precautions applicable to the work.

Ability to understand and follow oral and written instructions.

Ability to express ideas clearly and concisely, orally or in writing.

Ability to establish and maintain effective working relationships with the board, public, contractors, consultants, state and federal agencies and other persons or organizations affected.

Ability to work and climb in close quarters.

Knowledge of the operating and repair procedures of a wide variety of machinery and equipment necessary for the successful operation of the wastewater collection and treatment systems.

Ability to prepare reports, budgets and work out complex problems related to the system.

Required to obtain and maintain an Operator's Certificate through the North Dakota State Department of Health within the mandated time period.