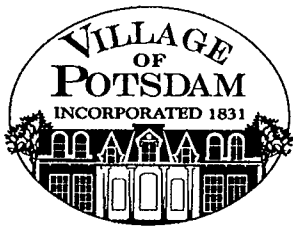


put together by Bruce

Developed by Bruce Henderson for 2003/2004

Duties of the Public Works Department:

1. Leaf-Brush-Garden Waste pickup, once per month. (8 months)
2. Annual Fall and Spring pickup. (in addition to regular monthly pickup)
3. Storm Sewer Maintenance:
 - A. Rehab Program.(manholes, catch basins)
 - B. Cleaning catch basins and manholes.
 - C. Routine flushing of storm sewer lines.
 - D. Sewer complaints (flooding, plugged C.B.'s)
4. Sanitary Sewer Maintenance:
 - A. Sewer line repair.
 - B. Routine flushing of sanitary sewer lines.
 - C. Sewer complaints.
 - D. Rehab. Program (manholes)
 - E. New sewer line taps.
5. Water Lines.
 - A. Water breaks (repairs).
 - B. Installing new water lines.
 1. New water mains.
 2. New resident's service lines.
 - C. Water line taps.
 - D. Water complaints (dirty water, low pressure, etc.)
 - E. Frozen water (resident's)
6. Water Meters
 - A. Repairs
 - B. Testing
 - C. Readings (monthly)
7. Sidewalks
 - A. Installing new walks.
 - B. Winter sanding of downtown area walks.



VILLAGE OF POTSDAM

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8. Hydrants
 - A. Repair and maintenance of all fire hydrants.
 - B. Annual Fall and Spring flushing of all Village hydrants
 - C. Annual Winterizing of all Village hydrants.

9. Parking Meters
 - A. Repair and maintenance.
 - B. Collections.

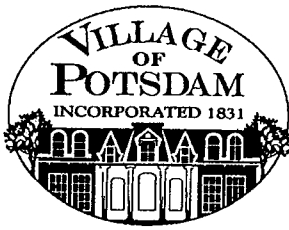
10. Chamber of Commerce
 - A. Annual Summer Festival.
 - B. Yearly Projects.
 - C. Banner display.
 - D. Downtown hanging flower baskets.
 1. Annual setup and removal of baskets
 2. Summer watering of baskets

11. Street Sweeping
 - A. Annual Spring sweeping of all village streets.
 - B. Routine sweeping of street during Summer and Fall periods.
 - C. Annual Spring sweeping of downtown sidewalks.

12. Street Markings
 - A. Painting of village cross walks.
 - B. Painting of handicap parking areas.
 - C. Painting of hydrants zones and hydrants.
 - D. Painting no parking zones and street center line markings.

13. Parking Areas (Lots)
 - A. Annual Spring sweeping of all Village Parking Lots.
 - B. Painting of parking slots in all Village Parking Lots.
 - C. Routine trash pickup of lots.
 - D. Minor tree trimming.

14. Airport:
 - A. Snow plowing
 - B. Repair and maintenance.
 1. Lights
 2. Beacon
 3. Mowing
 4. Fence repair and brush hogging



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15. Mowing:
 - A. All Village parks
 - B. Vacant lots in possession of village.
 - C. All village parking lots.
 - D. Village Buildings
 1. Civic Center
 2. Fire Dept.
 3. Sewer Treatment
 4. Sewer pump Stations

16. Underground Facilities Protective Organization (UFPO)
 - A. Stakeouts & identifying water and sewer lines.

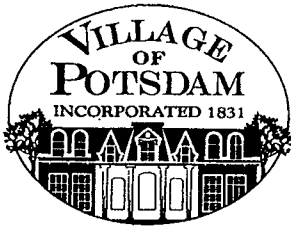
17. Snow Removal:
 - A. Downtown Area
 - B. Selected side streets.
 - C. All Village Parking lots.
 - D. Removal of snow from around fire hydrants (all Village)

18. Snow Plowing:
 - A. St. Law. County Plowing Contract. (NYS Highways)
 - B. All Village Streets
 - C. Pine St. Arena.
 - D. All Village parking lots.
 - E. All Village sidewalks.
 - F. Sewer pump stations.

19. Christmas Lighting:
 - A. Annual installation of lights in downtown area.

20. Sewer Pump Station:
 - A. Repair and maintenance. (6 pumping stations)
 - B. New installation.

21. Tree Maintenance
 - A. Bi-annual planting of new trees.
 - B. Watering
 - C. Cleaning tree grates downtown area.
 - D. Weeding of tree pits
 - E. Annual pruning of all Village trees (sidewalk area)



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22. Building Maintenance:
 - A. Civic Center
 - B. Public Safety Building
 - C. Fire Department
 - D. Department of Public Works
 - E. Pine St. Arena.

23. Public Works Mechanic Services
 - A. Sewer Dept. vehicles / equipment
 - B. Water Dept. vehicles / equipment
 - C. Polices Dept. vehicles
 - D. Fire Dept vehicles
 - E. Code Enforcement vehicle
 - F. All DPW vehicles and equipment

24. Streets
 - A. Rehab.
 - B. Cold patching and hot patching.
 - C. Minor street curb repairs.
 - D. Capital project's

25. Traffic Signs
 - A. Repair and maintenance
 - B. Installing new signs.

26. Parks:
 - A. Repair and maintenance
 1. Sidewalks
 2. Tables
 3. Benches
 4. Light trash pickup

27. Provide storm and sanitary sewer flushing and other services to both Universities upon request.

28. Provide assistance to Town of Potsdam, NYS DOT and Village of Norwood upon request.