



PUBLIC WORKS DEPARTMENT MAINTENANCE 1 – PUBLIC WORKS POSITION ANNOUNCEMENT

The City of Livingston, Montana is seeking a highly motivated individual to perform a variety of semi-skilled work and technical and non-technical tasks involved in the installation, replacement, repair and general maintenance of City infrastructure within the Public Works Department. This Maintenance 1 position is open primarily in the Water Department of Public Works but may take assignments as needed in any Public Works Department. More routine tasks are performed with only general supervision while in progress and upon completion. Maintenance 1/2 employees perform manual labor in all weather conditions. This position is an entry-level position with a focus on accumulating skills and abilities in the operations, maintenance, and construction of city infrastructure.

Candidates must possess a Montana Class B Commercial Driver's License (CDL) or be able to obtain one within 90 days of employment. Employment is conditioned on passing a background check and pre-employment drug screening if hired externally.

Annual Salary: M1 \$34,911

Employees of the City of Livingston receive Excellent Benefits:

- 11 paid holidays / 15 days of paid vacation / 12 days of accrued sick leave.
- Health Insurance: The City provides a significant monthly stipend toward the purchase of health coverage, and the these optional benefits: Vision coverage, dental coverage, AFLAC, Term-Life Insurance, and contributions to a flexible spending account (FSA) for health care.
- Longevity Pay: Employees receive an automatic ½ of one percent increase to base pay for every year continuous service after 5 years of service unless otherwise grandfathered by agreement.
- Public Employee Retirement System (PERS) membership

Application Instructions: Please complete the attached Supplemental Questions, along with a letter of interest and submit to the attention of:

Human Resources, 229 River Dr. Livingston, MT 59047

or via email to:

hr@livingstonmontana.org

Email is preferred.

Immediate opening!

Application Deadline: Applications reviewed as received.

For questions about the position, please contact City of Livingston Human Resources at 406-823-9870 or email HR@livingstonmontana.org

***Maintenance 1 – Public Works* Supplemental Questions**
March, 2020

Directions:

Please answer the following questions to be considered for the *Maintenance 1– Public Works Water* position. Feel free to attach separate pages with typed answers to the questions. You must answer all of the supplemental questions to be considered for this position.

- 1) Describe your experience as it relates to this position in the Water Department.

- 2) Do you have prior experience in the construction, maintenance, replacement, reconstruction, expansion, and/or repair of city infrastructure? Describe your experience for each of the following subfields:
 - Describe your experience operating, maintaining, or constructing water and sewer systems, if any.

 - Describe your knowledge and experience with plumbing, if any.

 - Describe your experience in conducting general maintenance of buildings and grounds.

3. What power tools can you operate with an intermediate level of confidence?

4. List any heavy equipment that you have operated and describe your operating skill for each piece of equipment as basic, intermediate, or advanced.

5. Why are you the best candidate for this position?

City of Livingston, Montana

Position Description

October, 2013

Position: Maintenance 1 – Public Works

Department: Public Works

Accountable to: Applicable Division Foreman

Summary of work:

Under direct supervision this position performs a variety of semi-skilled work and technical and non-technical tasks involved in the installation, replacement, repair and general maintenance of City infrastructure within the Public Works Department. Maintenance 1 employees may have work assignments in any of the Public Works Divisions including Cemetery, Parks, Streets, Solid Waste, Sewer and Water. More routine tasks are performed with only general supervision while in progress and upon completion. Maintenance 1 employees perform manual labor in all weather conditions. This position is an entry-level position with a focus on accumulating skills and abilities in the operations, maintenance, and construction of city infrastructure.

Job characteristics:

Nature of work: This position performs semi-skilled manual laborer and maintenance duties in all of the Public Works Divisions including Cemetery, Parks, Streets, Solid Waste, Water and Sewer. This position must be able to work in all weather conditions. Hazards of position include working with moving parts of machinery, hazardous materials, lifting, working in dust, fumes and traffic. This position may occasionally work alone. This position may be called out as needed.

Personal contacts: The nature of the work performed requires that the employee establish and maintain effective working relationships with city employees, outside contractors, and the general public.

Supervision Received: Receives supervision on daily basis from the designated division Foreman or Leadman that they may be currently working for at any given time.

Supervision Exercised: None.

Examples of Essential Functions:

Positions assigned to this class are entry-level positions for persons with two years or less experience in the municipal infrastructure maintenance and operations field. Work is typically supervised technically or functionally while in progress and fits an established structure or pattern. This position may be performed at a training level under conditions in which elements of the duties are performed at a lower level of competency and skill.

This position requires the ability to operate (or learn to operate) heavy equipment. This equipment could include, but is not limited to, dump trucks, snow plows, loader, street sweeper, skid steer, mini excavator, and backhoe. The position also operates small equipment such as lawn mowers, weed eaters, chain saws and chop saws. The position will require employees to be able to complete basic maintenance on designated equipment.

Maintenance 1 employees must be able to perform physical activities that require considerable use of their arms and legs and moving your whole body, such as climbing, lifting (up to 25 lbs. frequently and 50 lbs. occasionally), balancing, walking, stooping, and handling of materials. Employees must be able to work in confined spaces and work in trenches.

Job Requirements:

Knowledge: This position requires basic knowledge (or the ability to learn) of the operation of heavy equipment, hand tools, and equipment used in municipal infrastructure maintenance, operations, and construction.

Skills: This entry level position requires the incumbent to learn and quickly accumulate various skills in the maintenance, operation, and construction of municipal infrastructure. These basic level skills may include, according to division assignment: skill in operating and maintaining heavy and light equipment and hand tools; skill in operating and maintaining sewer collection and water distribution systems; skill in performing street and sidewalk maintenance; skill in maintaining municipal land and parks; and skill in solid waste collection activities. Maintenance 1 employees should also develop skill in mowing, trimming, tree trimming, digging, and compost collection.

Abilities: This position requires the ability (or the ability to learn) to operate and maintain heavy and light equipment and hand tools. This position requires the ability (or the ability to learn) to operate and maintain sewer and water collection and distribution systems including a familiarity with sewer vac, sewer jet, meters, pumps, valves, and hydrants. The position requires the ability (or the ability to learn) to perform street repairs, sign installation and concrete work.

This position requires the ability to: quickly learn basic principles and practices of city infrastructure maintenance, operation, and construction; follow verbal and written instructions; follow safety procedures; communicate effectively orally and in writing; establish effective working relationships with fellow employees, supervisors, and the public.

Education, Certifications, and Experience:

The following education and certification are required for this position:

- High School diploma or equivalent
- Employees in this position must possess a valid MT Class B commercial driver’s license (CDL) or the ability to obtain a CDL within 3 months of employment.

The following experience is preferred in applicants for this position:

- Experience or ability to learn the operation of heavy equipment.

Job Performance Standards:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Learns and accumulates acceptable knowledge, skills, and abilities in the operation, maintenance, and construction of city infrastructure.
- Competently checks, repairs, and maintains all equipment and tools as directed.
- Capably operates trucks, and light and heavy equipment.
- Maintains CDL licensure.
- Capably assists in all areas of the Public Works Department, as needed.
- Adheres to practices of safety.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

After reading this job description, as of this date, would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee’s Signature: _____ Date: _____

“I have received a copy of my job description and understand the expectations of my position.”

