



The City of Livingston Public Works Department is looking for Summer Temporary employees for the 2017 season (March – September). Department's hiring includes the Roaming Crew, Street Department and Transfer Station.
Wage is \$12.50/hour.

Visit www.livingstonmontana.org for more information; stop by the City Office at 414 E. Callender or contact Lisa Lowy, Human Resources, at 406-823-6000 or HR@livingstonmontana.org.

The City of Livingston **has 5** positions to fill.

This position, if performed well, could lead to full-time employment with the City Public Works Department if vacancies occur.

Open until filled.

Application review begins immediately
Applications will be reviewed until all positions are filled.

Submit City of Livingston Employment Application to:

Livingston Job Service
Attn: City of Livingston Position
220 East Park Street
Livingston, Montana 59047

View following page for position description.

**CITY OF LIVINGSTON
POSITION DESCRIPTION
FEBRUARY 23, 2017**

POSITION: Public Works Summer Temporary Employee

DIVISION: Roaming Crew, Street Department and Transfer Station

DEPARTMENT: Public Works

ACCOUNTABLE TO: Applicable Public Works Foreman

SUMMARY OF WORK: Under general direction, assists the Roaming Crew, Street Department and Transfer Station in the repair and maintenance of park and cemetery areas, waterways, trees, Civic Center, swimming pools, streets, alleys, transfer station and other City maintained areas. Summer Temporary employees may have work assignments in any of the Public Works Divisions including Roaming, Streets, Solid Waste, Wastewater Treatment Plant, Sewer and Water.

JOB CHARACTERISTICS:

Nature of Work: This position performs laborer duties requiring ability to operate tools and equipment in a safe manner. Position may work outside normal hours for checking and closing the Civic Center, and for parks, restrooms, cemetery, and pools and other various reasons. Position may be called out for emergencies. Performs duties in all weather conditions and may perform strenuous physical labor. Hazards of position could include working with chemicals, moving parts of machinery, electricity, working in flowing water, driving city vehicles and equipment, and heavy lifting. Maintains confidentiality of sensitive information.

Personal Contacts: This position has daily contact with the Public Works Foremen and City employees; may have some contact with the public.

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

Supervision Exercised: None

Essential Functions: Position requires ability to: communicate verbally and/or in writing; visually inspect premises; may operate equipment including backhoe, loader, rear load dump truck, trucks, mowers, weed eaters, hedge trimmers and irrigation system; repair fences; climb; paint; mop and wax gym floor; walk on a roof and operate hand and power tools.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Assists with the operation and maintenance of the City cemetery grounds and buildings.
- Assists with general improvement of the cemetery and refuse clean up of cemetery.
- Assists in the construction and maintenance of water irrigation system of lines, hoses, valves and pumps.
- May operate equipment; mows; trims trees and shrubs.
- Maintains gravesites.
- Performs insect and rodent control.
- Inspects, maintains and repairs playground equipment.
- Assists in maintenance of the Civic Center.
- Assists with pick up of grass and garbage.
- Assists in the maintenance of parks and boulevard trees.
- Assists in the cleaning of pool/splash park filters; testing of water; and addition of chemicals to pool/splash park.
- Maintains and cares for public facilities; cleans and repairs toilets; makes minor plumbing, carpentry, and mechanical repairs.
- Performs street repairs, sign installation and concrete work.
- May assist in waste water treatment and composting activities.
- Assists in the transfer station and recycling activities.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position may require a working knowledge of: irrigation systems and pump maintenance and repair; operation, maintenance, and servicing of heavy equipment including backhoe, loader, dump truck, garbage truck, commercial mower; lawn and shrub care; lawn and pool chemicals; and plumbing, carpentry, and building maintenance.

Skills: This position requires skills in: operating commercial mowers, heavy equipment and small power and hand tools; maintenance and construction of parks and cemetery grounds and facilities.

Abilities: This position requires the ability to: follow safety procedures; communicate effectively verbally and/or in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; employees must be able to perform physical activities that require considerable use of your 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 may work in confined spaces and work in trenches.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or equivalent G.E.D

Required Certification:

- A valid Montana driver's license.

The following certification is preferred but not required in applicants for this position:

- A valid MT Class B commercial driver's license (CDL)

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;
- Capably operates trucks, commercial mowers, light and heavy equipment.
- Effectively repairs and maintains cemetery, park areas, waterways, trees, swimming pools, civic center, and other park related facilities;
- Capably assists with cemetery, park and facilities development and improvement;
- Competently performs duties in the maintenance of graves, lawn care, and building repairs;
- Assists in the maintenance of pools facilities and water quality;
- Assists with refuse and grass pickup.
- Follows safety procedures in dealing with equipment and chemicals;
- Deals tactfully and courteously with the public;
- Observes work hours;
- Demonstrates punctuality, and;
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Capably assists in all areas of the Public Works Department, as needed.

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: _____