



Public Works Department – Vacancy Announcement

M1 – Water and Sewer Department

Maintenance 1 – Water and Sewer Department

The City of Livingston, Montana is seeking a highly motivated individual to perform role of **M1 – Water and Sewer** within the Public Works Department. This is a full time role in Public Works with primary duty assignment in the Water and Sewer Department. M1 team members work under the direction of the Leadman and Foreman and perform tasks associated with the daily operation, maintenance and installation of the City water and sewer system. Skilled maintenance and excellent communication skills are all key deliverables in this role. This position is a vital position performing repair and maintenance work in our City infrastructure. Role requires work in any conditions and all weather outdoors.

Qualifications:

- Demonstrated experience in the safe and efficient operations of all activities and tasks in the water and sewer department.
- Excellent communication skills, ability to promote team environments
- Must possess a high school diploma or GED
- Class B CDL and Clean driving record strongly preferred
- Must possess chlorine certification and pass air purifying respirators test within 1 year of hire.

Annual Salary:

\$36,857 base plus longevity and cert pay
Increase to \$40,357 effective 4/1/2022

To Apply:

Please provide the following: Resume, Cover Letter and answers to the following Supplemental Questions:

1. Describe your experience City infrastructure or plumbing experience.
2. Define "work ethic" and describe your own work ethic.
3. Share an experience in which your attention to detail and thoroughness had an impact on your last position.
4. What qualities do you have that set you apart from the other applicants?
5. Please explain your preference to work as a team or alone?

All materials should be sent via email to: Lisa Lowy, HR Director at HR@livingstonmontana.org Or via regular mail to: Lisa Lowy, City of Livingston, 220 E Park Street, Livingston, MT 59047 or may be dropped off at City Hall in person.

For any questions please call: 406-823-9870

Applications will be reviewed as they are received.



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Position: Maintenance 1

Department: Public Works
Accountable to: Applicable Foreman
FLSA Status: Non-exempt
Version: October, 2013

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:

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.
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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



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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 above knowledge, skills, and abilities are typically acquired through a combination of the qualifying education and experience listed below.

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.



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Job Performance Standards

Evaluation of this position will be based primarily upon performance of its essential functions. The following criteria will receive special consideration during performance evaluations. (Part 2 - evaluation form.)

1. Operate backhoes, dump trucks, loaders, rollers, mini excavators and other related equipment used in street, sewer and waterline maintenance and construction, earth moving and grading.
2. Checks job sites for potential occupational hazards and standard safety precautions necessary in the work in the performance of assigned duties. Maintains safety records and material safety data sheets. Maintains safety equipment.
3. Performs general maintenance work as a member of a crew when not assigned to equipment operations, including semi-skilled plumbing and water and sewer pipe repair.
4. Establishes and maintains effective working relationships with city employees, outside contractors, and the general public.
5. Techniques and methods used in the construction and maintenance of water and sewer systems.

Physical Demands / Work Environment

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.”