



Public Works Department – Vacancy Announcement **Heavy Equipment Operator – Updated 11/29/2023**

The City of Livingston, Montana is seeking a highly motivated individual to perform the role of **Heavy Equipment Operator** within the Public Works Department. This is a full time role in Public Works with primary duty assignment in Water/Sewer. Heavy Equipment Operators perform a variety of duties involved in the installation and repair of City infrastructure. This position performs highly skilled operations near gas, water, sewer, telecommunications infrastructure and also performs work in the public right of way. This position is a vital position working in consultation with the Superintendent and other public works staff and leadership.

Qualifications:

- Demonstrated experience in the safe and efficient operation of heavy equipment to include backhoe and other heavy equipment. 5 years preferred.
- Must possess a high school diploma or GED
- Current CDL Class A or B license issued by the State of Montana and DOT certification (physical and drug screening) or the ability to obtain one within 6 months.
- Competent Person Excavation and Trench Certification required within 1 Year of hire.

Rate of Pay: Heavy Equipment Operator \$24.73 per hour

To Apply:

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

1. Describe your utility construction experience relating to water and sewer distribution systems.
2. Describe your general construction and maintenance experience as it relates to the job description.
3. List the heavy construction equipment you have operated and your experience with each
4. Describe your experience with heavy equipment in particular a backhoe as it relates to the job description.
5. Describe your experience performing excavation work around existing utilities such as gas, optic, and electric.
6. Describe your understanding of line and grade, as well as your experience using a transit and laser level.
7. Have you had an accident while operating heavy equipment? Please describe.

All materials should be sent via email to: Cari Rubin, HR Director at HR@livingstonmontana.org Or via regular mail to: Cari Rubin, City of Livingston, 220 East Park Street, Livingston, MT 59047
For any questions please call: 406-823-9870



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CITY OF LIVINGSTON, MONTANA

POSITION DESCRIPTION

May 2013

Position: Heavy Equipment Operator

Department: Public Works
Accountable to: Water and Sewer Superintendent
FLSA Status: Non-exempt

Summary of Work:

The principal function of this position is the safe operation and maintenance of a backhoe and other heavy equipment needed for construction and maintenance of underground utilities and City infrastructure. When not assigned to equipment operations, this position assists with daily operations and maintenance in the water and sewer department. The principal duties of this class are performed in an outdoor environment with regular exposure to outdoor weather conditions and hazards.

Job Characteristics:

- Safely performs highly skilled operation of a backhoe and other heavy equipment around gas, water, sewer, electric, and telecommunications lines and in the public right-of-way. Assists in regular maintenance, operation, and construction of public infrastructure for the Public Works Department.

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 daily supervision from the Water and Sewer Superintendent and project level supervision from other Public Works Superintendents as assigned.

Supervision Exercised:

- None.

Examples of Essential Functions

- 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.
- Make cuts to grade pertaining to water and sewer line installation, repair, and maintenance.
- Excavate, backfill, grade, and roll construction and repair sites.
- 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.
- Inspect equipment, perform basic preventative maintenance, and report needed repairs.
- Assist in locating utility lines and appurtenances.
- Flushes main lines; replaces main line valves; replaces hydrants. Turns valves, hydrants.
- 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.
- Must be willing to be called back, held over, or work assigned shifts in emergency situations.



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- Carries the pager to monitor wells and lift stations.
 - Delivers shut-off notices and/or shuts off water for non-payment.
 - Ability to listen and follow directions from leadership during excavations and while excavating around utilities.
 - Performs duties in all Public Works Divisions, including general maintenance tasks, as assigned.
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Position Related Qualifications

Knowledge of:

- Techniques and methods used in the construction and maintenance of water and sewer systems.
- Occupational hazards and safety practices for digging around public utilities.
- Heavy equipment operation around public utilities.
- Measurement of elevations and grades.
- Material compacting techniques.
- Street patching and cement work.

Skill and Ability to:

- 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.
 - Make cuts to grade pertaining to water and sewer line installation, repair, and maintenance.
 - Utilize attachments to backhoe such as auger, plate compactor, and hydraulic impact hammer.
 - Load materials and supplies.
 - Set pipes.
 - Makes operating adjustments and minor repairs to equipment such as changing buckets and teeth, tightening loose bolts and hydraulic couplings.
 - Operate a variety of hand and power tools related to the work.
 - Read and understand blueprints, plans, schematic, cut sheets, and technical manuals.
 - Work in confined areas.
 - Perform general maintenance work.
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Education and Experience

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

Education:

- A high school diploma or equivalent.

Experience:

- Five (5) or more years of utility construction experience operating a backhoe is preferred.

Other:

- A valid Montana Commercial Driver's License (CDL), Class A or Class B, and DOT certification (physical and drug screening) or the ability to obtain one within 6 months of employment.
- Competent Person Excavation and Trench Certification must be obtained within 1 year of hire.



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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.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form; operate heavy equipment, visually inspect site premises, and repair and maintain public infrastructure.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate heavy equipment.
- Sufficient hearing, with or without reasonable accommodation, to comprehend instructions from colleagues and supervisors.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently function in the operation of heavy equipment and the performance of general maintenance work, including stooping, bending, twisting, crawling, climbing, and walking.
- May frequently lift up to 25 pounds and 50 pounds occasionally.
- The principal duties of this class are performed in an outdoor environment with regular exposure to outdoor weather conditions and hazards.
- Must be able to transport self from work site to work site.

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: _____

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