



## City of Livingston, Montana

### Public Works – Streets and Parks – Spring and Summer 2024 – Seasonal, Temporary

#### Job Description:

The City of Livingston, Montana is seeking multiple 2024 spring and summer seasonal employees to work in the Public Works department supporting tasks in the Parks Department (including Cemetery) and the Streets Department

Parks and Cemetery assists with performing maintenance on the City parks, mowing, weed removal, and minor repairs to playground repairs, pool maintenance, trails, and trees.

Streets assists with street sweeping, pot hole patching, painting, chip sealing, and other street activities including alleys.

**Work Location:** Typically reports in person each work day at 330 Bennett Street, Livingston MT 59047. Actual work could be performed at that location or throughout the City of Livingston.

**Job Type:** Full-time or Part-time temporary seasonal, up to 40 hours per week.

Parks Dept: Regular shifts are Monday through Friday from 7:00 a.m. to 4:00 p.m.,

Streets Dept: Regular Shifts May-September are Monday through Thursday from 7:00 a.m. to 6:00 p.m.

Both departments could include longer days, call back, or weekends, in the event of a special project or an emergency.

**Are you only available 3 or 4 days per week (Mon-Fri)? Please apply for consideration also.**

**Rate of Pay:** The compensation for this position is as follows:

\$20.00 per hour - First year summer seasonal

\$21.00 per hour - Second year consecutive returning summer seasonal

\$22.00 per hour - Third or more years consecutive returning summer seasonal

#### Benefits:

Two work t-shirts and one pair of leather work gloves provided at no cost to you.

Seasonal employees accrue sick time

Eligible for pro-rated holiday pay depending on weekly hours worked

#### Essential Functions:

- Under general direction of Superintendents and Leads.
- Performs manual labor duties requiring ability to operate hand tools, power tools, and other equipment in a safe manner.
- Ability to use or learn to use backhoe, loader, rear load dump truck, mowers, weed eaters, hedge trimmers.
- May operate equipment to trim trees and shrubs.
- Assists with refuse and grass pickup.
- Helps with irrigation system maintenance and repairs to includes lines, hoses, valves, and pumps.
- Ability to repair fences, paint, walk on a roof, and operate hand and power tools.
- Assists with the operation, clean-up, and maintenance of the City cemetery grounds, gravesites, and buildings.
- Assists in the cleaning of the pool/splash park filters, testing of water, and adding chemicals (as needed) 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 installations, and concrete work.
- May assist in waste water treatment facility and composting activities.
- Must maintain confidentiality of sensitive information pertaining to City clients.
- Helps perform insect and rodent control.
- Inspects, maintains, and repairs playground equipment.
- Assists in the maintenance of the Civic Center to include mopping and waxing gymnasium floor.
- Ability to work well under pressure.
- Ability to communicate effectively with co-workers, other government agencies, and the general public.
- High attention to detail with accuracy.
- Performs other related duties as assigned and as needed.

**Qualifications:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be able to follow written and verbal safety procedures.
- Must be able to establish and maintain a professional, respectful working relationship with co-workers, supervisors, and other City employees.
- Demonstrates punctuality.
- This would be a plus, but is not a requirement: Possessing a Montana State CDL Class B license and meeting DOT physical and drug testing requirements. (Additional certification pay per month)

**Requirements:**

- High school diploma or GED, preferred. (required for open year-round, full-time maintenance role applicants)
- Must have a valid U.S. Driver's License with an approved driving record.
- Must pass background checks.

**Physical Requirements:**

This work is considered medium to strenuous physical labor in nature and involves walking, climbing, stopping, or standing virtually all of the time. This work involves exerting between 20 to 50 pounds of force or lifting on a regular basis. Occasionally lifting greater than 50 pounds with assistance. Work regularly requires speaking or hearing and use of hands and/or fingers to carry, lift, handle, or feel, reaching with hands and arms, pushing or pulling, lifting, and repetitive motions. Work requires frequent standing, walking, stooping, kneeling, crouching, sitting, climbing ladders, and crawling. Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.

**Working Conditions:**

This work has exposure to environmental weather conditions and temperature and is primarily performed outside. These conditions may include noise, bright or dim light and sunlight, wet and/or humid conditions, dust, pollen, smoke and other outdoor air situations. This position also involves exposure to pool chemicals during pool water testing. Hazards of the position could include working with moving parts of machinery, electricity, working in flowing water, and driving city vehicles.

**To apply, please send a resume via email to Cari Rubin at [HR@LivingstonMontana.org](mailto:HR@LivingstonMontana.org) or apply in person Monday – Friday 8:00 a.m. to 4:00 p.m. at Livingston City Hall at 220 E. Park St, Livingston, MT 59047**