



**Public Works Department – Vacancy Announcement**  
**Solid Waste Department – M2 - May be underfilled at M1**

## INTERNAL AFSCME MEMBER POSTING

**August 15 ,2023**

The following is a general vacancy announcement for the position of Maintenance 2 – Solid Waste Department Route Driver in the Public Works Department. This position may also be filled as an M1 depending on qualifications and certifications.

All members of AFSCME are eligible for consideration.

Applications are due no later than: 4:00 pm on August 22, 2023.

Requirements, Supplemental Questions, Application Instructions and Job Description follow.



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**Internal AFSCME Posting**

The City of Livingston, Montana is seeking a highly motivated individual to perform role of **Route Driver (Maintenance 2)** within the Solid Waste Department of Public Works. This is a full time role in Public Works with primary duty assignment in Solid Waste Department. Route Drivers perform a variety of duties involved in the collection and transfer of solid waste from the community to the Transfer Station. This position performs highly skilled operations in confined alley ways along the solid waste collection routes. This position is a vital position working in consultation with the Superintendent and other public works staff and leadership. This position may be filled as either an M2 or M1 as well with special consideration for previous experience in the Solid Waste department

**Qualifications:**

- Demonstrated experience in the safe and efficient operation of garbage collection vehicles.
- Must possess a high school diploma or GED
- Current CDL license issued by the State of Montana.
- Clean driving record strong preferred

<b><u>Annual Salary:</u></b>	M2	\$50,766.00
	M1	\$44,393.00

**To Apply:**

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

1. Describe your experience in the Solid Waste Department or similar positions.
2. Describe your experience with route operations and garbage collection.
3. What are your thoughts about primarily working alone?
4. What other Solid Waste operations would you be willing to perform?
5. How would you deal with a situation involving an upset resident?
6. Have you had an accident while operating a commercial vehicle? Please describe.

All materials should be sent via email to: Grant Gager, City Manager at  
[ggager@livingstonmontana.org](mailto:ggager@livingstonmontana.org) Or via regular mail to: Grant Gager, City of Livingston, 220 East Park  
Street., Livingston, MT 59047  
For any questions please call: 406-823-6000

**Completed Applications are due no later than 4:00 p.m. on August 22, 2023.**



## **Public Works Department – Vacancy Announcement**

### **Solid Waste Department – M2 - May be underfilled at M1**

#### **Position: Maintenance 1**

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

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#### **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 Superintendent or Lead 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.

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### **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.

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**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."



## **Public Works Department – Vacancy Announcement** **Solid Waste Department – M2 - May be underfilled at M1**

### **Position: Maintenance 2**

Department: Public Works  
Accountable to: Applicable Superintendent  
FLSA Status: Non-exempt  
Version: March, 2012

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### **Summary of Work:**

This position performs laborer, maintenance, operator and technical duties within the Public Works Department. Maintenance 2 employees may have work assignments in any of the Public Works Divisions including Cemetery, Parks, Streets, Solid Waste, Sewer and Water. Maintenance 2 employees may work outdoors in inclement weather conditions.

Nature of work: This position performs technical and laborer 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 often work alone. Employees in this position may be called out at times if needed.

Personal contacts: Frequent contact with the public; coordinates projects with fellow employees and supervisors in various Public Works Divisions.

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

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### **Examples of Essential Functions**

This position requires the ability to operate heavy equipment. This equipment could include, but is not limited to, dump trucks, snow plows, loader, street sweeper, backhoe, and garbage truck. The position also operates small equipment such as lawn mowers and trimmers. The position will require employees to be able to complete basic maintenance on designated equipment. Maintenance 2 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 must work in confined spaces and work in trenches.

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### **Job Requirements**

Knowledge: This position requires knowledge of the operation of heavy equipment, the operation of light equipment, and record keeping.

Skills: This position requires skill in the general operation and maintenance of equipment including heavy equipment and light equipment. This position includes general knowledge of sewer operation and maintenance including a familiarity with sewer vac, sewer jet, meters, pumps, valves, and hydrants. The position requires general skill in making street repairs. Maintenance 2 employees should also have skill in mowing, trimming, tree trimming, street sweeping, digging, solid waste collection, and compost collection.



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Abilities: This position requires the ability to: keep accurate records and logs; follow safety procedures; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and public.

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**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 commercial driver's license (CDL) or obtain a CDL within 3 months of employment.

The following experience is preferred in applicants for this position:

- Experience in 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.)*

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.
- Competently checks, repairs, and maintains all equipment as directed.
- Maintain accurate records.
- 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 and do you understand the requirements of the position?

YES    or    NO (circle one)

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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