



91 E. Central Ave.  
Belgrade, MT 59714  
Phone: 406-388-3760

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## JOB DESCRIPTION

**Position:** Public Works Operator

**Department:** Public Works

**Supervisor:** Public Works Superintendent or as assigned

**Status/FLSA:** Full Time - Non Exempt

**Hourly:** \$19.63 entry\*

\*Upon completing required certifications in water/wastewater, hourly pay will increase to \$21.03. Salary increases occur with each year of service up to \$28.04 after 5 years of satisfactory performance.

**Hours:** 4-10 hour shifts, typically 6:30am to 5:30pm, 1 hour unpaid Lunch  
Shifts may vary as needed and may include evenings and weekends.

**Application Deadline:** First review of applications will occur on **January 23, 2019** and continue until the position is filled.

### Application Procedures:

Applicants must submit a full-length application, not an abbreviated version via indeed or other quick apply sites. A cover letter is required. Incomplete applications will not be considered.

*The City of Belgrade is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

### Summary of Position

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City Streets, Water and Wastewater facilities, Storm Water drainage systems and Park facilities and systems.

### Essential Duties and Job Responsibilities

*These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

- Assists with the planning, scheduling and implementation of construction, maintenance, and operation and construction activities designed to provide quality water, wastewater, streets, and storm water drainage and parks facilities and systems;
- Assists in the training of other employees to increase their skill of maintenance, construction and repair of water, wastewater, streets, and storm water drainage and parks facilities and systems;

- Inspects and/or repairs various equipment including, booster pumping stations, wells, lifts, storage reservoirs, meters, streets, drainage systems, parks and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly;
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.;
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use;
- Perform daily pre-trip and post-trip inspections on equipment including but not limited to fueling, checking fluid levels, greasing, assessing the overall condition of machines and cleaning the interior and exterior of trucks, equipment, machinery, tools etc.;
- Maintain and operate large dump truck/snow plows, sanders, utility truck, skid steer, loader, sweeper, roller, tamper, compactor, jack hammer, saws, and compressor to clean, repair and maintain City Streets;
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor;
- Performs street maintenance tasks such as patching and repairing pot holes; assisting with laying of asphalt and chip seal; plowing/sanding streets to maintain satisfactory conditions during winter; operate street sweeper to remove sand and debris;
- Determines the locations of water and sewer lines as required prior to excavation;
- Responds to complaints regarding water and sewer leaks, pressure loss or no water and evaluates situation as assigned;
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
- Cuts, fits, lays, repairs, cleans and flushes water mains, pipe, gates and fittings on repair and installation of mains and services, fire hydrants and assists in shutting off broken sections of water mains;
- Services water supply, tower, wells, sewer lift and other pumps; and
- May act as flag person when needed.

### **Essential Knowledge, Skills and Abilities**

*The successful candidate will possess the following:*

- Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- Skill in operation of the listed tools and equipment;
- Skill in the ability to utilize electronic technology used to perform the duties of the position such as hand meter readers; laptops; computers;
- Ability to perform heavy manual tasks for extended periods of time;
- Ability to work safely and adhere to safety rules, regulations, policies and procedures;
- Ability to communicate effectively verbally and in writing;
- Ability to understand and carry out written and oral instruction;
- Time management and organizational skills;
- Decision making and problem-solving skills;
- Ability to remain self-motivated and highly productive;
- Strong Interpersonal skills;
- Ability to handle multiple tasks with limited direct supervision;
- Possess strong customer service skills.
- Possess basic mathematical principles.
- Ability to effectively communicate on a one-to-one basis with the public and coworkers;

- Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

### **Supervision Received**

Works under the general supervision of the Public Works Superintendent or their designee.

### **Supervision Exercised**

May serve as a lead worker as directed.

### **Minimum Qualifications (Education, Experience and Training)**

1. Graduation from high school education or GED equivalent.
2. Successful experience in construction, maintenance, or repair of municipal related infrastructure.
3. Valid Montana Drivers License with an acceptable driving record and the ability to obtain a Montana Commercial Drivers License (CDL) with air brake and tanker endorsement and DOT medical certification within 6 months of start date.

### **Preferred Qualification**

1. Current valid Montana Commercial Driver's license (CDL) with air brake and tanker endorsement. Requires acceptable driving record and current DOT medical certification.

Note: If the applicant does not possess the above minimum qualifications, the City may take into consideration other qualifications such as a combination of education, training, and experience as it relates to this position.

### **Special Requirements/Licenses**

- Certification as Water and Wastewater Operator (Class 2A, 3B, and 3C) or ability to achieve certifications within one-and one-half years of start date. Failure to achieve certification may affect employment status.
- Employee must be available as needed for overtime, call out, and weekend standby.
- Offers of employment conditional upon satisfactory completion of pre-employment medical examination, DOT drug testing, valid driver's license and background checks.
- Must be able to climb heights up to 150 feet with appropriate safety precautions and equipment with or without accommodations.

### **Tools and Equipment Used**

- Motorized vehicles and equipment including but not limited to dump truck, pickup truck, utility truck, street sweeper, sewer jet/vac, street roller, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, lawn maintenance equipment, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone and water meters.

### **Working Conditions and Physical Requirements**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Requires regular and punctual attendance and reports to work fit for duty;
- While performing the duties of this job, the employee regularly works in outside weather conditions and weather extremes;

- Ability to communicate fluently in the English language, both in verbal and written formats; sufficient clarity of speech and hearing or other communication capabilities in person, by radio and by telephone, to answer questions and elicit information, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Frequently required to sit in equipment and trucks for extended periods of time while performing duties;
- While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms;
- Frequently required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl;
- Must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds;
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus;
- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration;
- Occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock;
- Hazards are regular occurrences and are controlled and prevented by safety and performance standards;
- The noise level in the work environment is usually moderate to extremely loud; and
- Employee may be required to wear facial respirators and will be required to comply with safety requirements, which may include the removal of long beards, facial hair, piercings and jewelry.

#### **Safety Related Duties**

- Follow the City's and departments work and safety practices.
- Report occupational injuries, illnesses, and near misses immediately to Supervisor.
- Follow supervisor instructions for obtaining first aid or medical attention.
- Participate in accident investigations as required.
- Participate in safety training.
- Suggest improvements in safety training requirements or programs to Supervisor.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to Supervisor as appropriate.