

CITIZENS OF STEVENSVILLE



TOWN OF STEVENSVILLE

PARKS & RECREATION POSITION DESCRIPTION

Position Title: Aerobics Instructor
Department: Parks & Recreation
Date: 8/27/2018

GENERAL PURPOSE

Performs routine public contact and safety work in teaching water aerobics, swimming lessons for adults and children, and serving as a pool lifeguard.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Teaches swimming lessons & water athletic activities according to a prescribed routine and curriculum.

Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone or correspondence.

Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Enrollment in good standing or graduation from a high school or GED equivalent; or
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program;
- (B) Skill in operation of listed tools and equipment; currently hold First Aid and CPR certification or demonstrate the ability to successfully pass First Aid and CPR; and
- (C) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; ability to communicate effectively orally; ability to give and understand oral instructions.

SPECIAL REQUIREMENTS

- (A) Lifeguard, First Aid and CPR certification. AEA (Aquatic Exercise Association) Professional Certification preferred, Arthritis Foundation Aquatic Program Certification preferred.

TOOLS AND EQUIPMENT USED

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; phone.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

TOWN OF STEVENSVILLE

PARKS & RECREATION POSITION DESCRIPTION

Position Title: Airport Manager
Department: Airport
Date: 02/04/2015

GENERAL PURPOSE

Manages the day to day operation and maintenance of the Stevensville Airport

DUTIES AND RESPONSIBILITIES

Assist the Mayor in the development of the airport's annual operating and capital budget for presentation to the Town Council for approval.

The Airport Manager is the liaison with FAA and Montana Aeronautics, in complying with their respective standards, rules and regulations.

Attends the Airport Board monthly meeting, Town Council meetings, Public Hearings, prepares and presents a monthly report to the Airport Board and Town Council.

Coordinates Airport safety, working with the FAA and the local Fire Departments.

Communicates with local residents, the media as directed by the Mayor and Airport Users regarding Airport activities and safety concerns.

Attends annual Town of Stevensville budget meetings as needed to develop the Airport budget.

Coordinate Airport space leasing for hangar development as well as tie-downs.

Measure and layout new lots to lease per the ALP.

Supervise the development of new hangars to completion.

Answer all inquiries regarding aircraft storage, lease agreements and Airport fees.

Coordinate the placement of summer firefighting operations and equipment.

Attend Aviation Conferences and Seminars to attain information for Airport improvement and general operations.

Issue and cancel all NOTAMS as to Airport Conditions.

Adopted by Council 02/04/2015
Revised:

Work with the Airport Engineer/Consultant, the Town of Stevensville and the Airport Board to secure grants or loans for Airport maintenance and improvements.

Work with the Airport Engineer/Consultant and contractors on improvements as well as maintenance projects to completion.

Perform a monthly check list as to FAA guidelines and correct all deficiencies.

Perform all general maintenance such as:

- Repairing tie-downs
- Spraying weeds on the aprons, taxi-lanes, taxi-ways and runway sides
- Remove gophers/moles from areas that require mowing
- Maintain Porta-Potty and arrange servicing
- Inspect and clean all drainage ducts and culverts
- Repair lighting for the runway, beacon, windsock, PAPI and fuel station
- Maintain all signage and reflectors
- Purchase and install new windsocks as required

Regulate the usage and maintain the Airport Courtesy Car.

Coordinate the snow removal operations as well as maintain the plow and broom.

Coordinate grass mowing and maintain mowers.

Coordinate the removal of Wildlife inside the Airport perimeter fence.

Maintain the wildlife fence.

Maintain the Airport water system.

Works with the lease holders to maintain the grass around their hangars.

WORK ENVIRONMENT

The Airport Manager can expect to work, in a field office environment, outdoors, in every form of weather that may be present at the Stevensville Airport. May operation of snow removal equipment, grass cutting equipment, powered sweepers, work around aircraft in all modes of operation or maintenance.

DESIRED MINIMUM QUALIFICATIONS

Must be reliable and conscientious.

Basic knowledge of aviation principles, radio/navigation systems, general airport operations and applicable Federal, State and County Regulations.

Airport systems including pavements, electrical systems, lighting and communications systems.

Safe operating procedures required around aircraft and on airports.

Knowledgeable regarding the Airport Certification Manual, Airport Security Program, Airport minimum Standards, Airport Rules and Regulations, FAA advisory circulars, Federal Aviation Regulations, NOTAMS

Experience with Aircraft fueling systems, safety precautions and maintenance, including on site tank refueling procedures.

Ability to operate and maintain Airport maintenance equipment.

Ability to work independently with little supervision.

Ability to communicate effectively in written and verbal formats.

Ability to deal tactfully with the public.

Ability and willingness to work flexible hours and in adverse weather conditions.

Willingness to be "on-call" and report as needed.

Ability to manage multiple tasks and effectively handle stressful situations.

Valid Montana Driver's license and have reliable transportation.

Aircraft pilot license preferred ~~is a positive attribute.~~

High School Diploma or equivalent.

Experience in management and/or airport operations preferred.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

TOWN OF STEVENSVILLE BUILDING DEPARTMENT POSITION DESCRIPTION

Class Title: Building Inspector
Department: Community Development
Division: Building Code Enforcement
Date: 08/27/2018

GENERAL PURPOSE

Receives permit applications, plans and documents for review, reviews documents for compliance with currently adopted codes, ordinances and accepted practices, calculates permit fees and issues permits.

SUPERIVSION RECEIVED

Works under the direct supervision of the Building Official.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the public, contractors and other town departments as it relates to codes and information;

Conduct on-site inspections of construction projects for compliance with adopted codes and accepted building practices and issues correction notices as needed.

Investigates work that may be done without required permits;

Issues "Stop Work" order if necessary

Maintains complete and accurate records

Be available to answer questions regarding building codes and the permitting process to the public, council members and staff as well as other public agencies, architects and engineers

Able to effectively communicate verbally and in writing, in English with the public, contractors, town employees, town council, architects, engineers, etc.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Minimum 5 years recent (last 10 years) construction experience with a minimum of 2 years at the Journeyman level.
- (C) Knowledge of construction, accepted construction practices, building codes (including electrical, plumbing mechanical codes).
- (D) Ability to read and comprehend construction documents and blueprints.

Necessary Knowledge, Skills and Abilities:

- (A) Must obtain a residential inspector certification by ICC within 6 months of hire.
- (B) Must possess a valid Montana driver’s license.
- (C) Must be willing to acquire ICC Inspector Certifications in Commercial, Electrical, Plumbing and Mechanical Disciplines, Minimum 1 Certification every 6 months.
- (D) Skill in enforcing all codes equitably & fairly;
- (E) Able to effectively communicate with the public, contractors, town officials, town employees and resolve difficult situations in a professional manner;
- (F) Ability to professionally communicate orally and in writing;
- (G) Maintain permit, plan and record files in an organized and professional manner;
- (H) Have a working knowledge of resources available related to the duties of the position

SPECIAL REQUIREMENTS

- (A) No felony convictions or disqualifying criminal histories within the past seven (7) years.
- (B) Ability to read and write the English language.
- (C) Hold a valid Montana Driver’s License.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50-75lbs., distinguish color and wear protective apparel.
- This position may require exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards and traffic hazards.
- The ability to perceived depth is required.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

TOWN OF STEVENSVILLE

BUILDING DEPARTMENT JOB DESCRIPTION

Class Title: Building Official
Department: Community Development
Division: Building Code Enforcement
Date: 8/27/2018

GENERAL PURPOSE

Oversees code adoptions and any amendments as deemed necessary, provides code interpretation as needed, establishes and periodically reviews permit fees and prepares Building Department annual budget.

SUPERVISION RECEIVED

Works under the general supervision of the Mayor.

SUPERVISION EXERCISED

Supervises the Building Inspector.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the public, contractors and other town departments as it relates to codes and information;

Keeps abreast of the latest code requirements and methods of construction;

Prepares annual reports to the state Building Division and Department of Revenue as well as monthly reports to the Town Council;

Receives permit applications and construction documents for review;

Performs plan review;

Computes plan review fees, permit fees and issues building permits;

Performs required inspections;

Issues correction notices;

Investigates work that may be done without required permits;

Issues "Stop Work" order if necessary

Maintains complete and accurate records;

Responsible for reviewing applications for building and land use permits for conformity to the Development Code and for interpretations and enforcement of its provisions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Possess and maintain current certification by ICC as a Combination Residential inspector and Combination Commercial Inspector, as well as by IAPMO as a Plumbing Inspector; Building Official certification highly desirable;
- (B) Ability to read and comprehend construction documents and blueprints, plan review experience/certification is highly desirable;
- (C) Considerable knowledge of building practices, materials, industry standards, adopted codes and related state requirements;
- (D) Able to work through and effectively resolve conflicts that may arise; maintain a positive working relationship with customers as well as other town employees and representatives;
- (E) High school diploma or equivalent; completion of apprenticeship in one or more of the building trades.

Necessary Knowledge, Skills and Abilities:

- (A) Skill in enforcing all codes equitably & fairly;
- (B) Able to effectively communicate with the public, contractors, town officials, town employees and resolve difficult situations in a professional manner;
- (C) Ability to professionally communicate orally and in writing;
- (D) Maintain permit, plan and record files in an organized and professional manner;
- (E) Have a working knowledge of resources available related to the duties of the position.

SPECIAL REQUIREMENTS

- (A) No felony convictions or disqualifying criminal histories within the past seven (7) years.
- (B) Ability to read and write the English language.
- (C) Hold a valid Montana Driver's License.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

TOWN OF STEVENSVILLE COURT JOB DESCRIPTION

Class Title: Court Clerk

Department: Court

Date:08/27/2018

GENERAL PURPOSE

Responsible for recording and organizing all administrative tasks for the Court and the Judge.

SUPERVISION RECEIVED

Works under the direct supervision of the Judge.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the administration of criminal proceedings docketing and correspondence

Maintains mandatory records in FullCourt System

Provides support to the Judge, Town Prosecutor, Police Department, and Public

Maintains Court files and records

Collects and records receipts for all fines

May remit fines and fees due to the Town of Stevensville and Ravalli County Treasurer

Responds to counter, telephone and Public inquiries pertaining to the Court

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) three or more years' experience as a clerk or clerical support person.
- (C) Must possess a valid State of Montana driver's license and be able to satisfactorily pass a comprehensive background investigation.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data / word processing; ability to type and produce documents accurately.
- (B) Considerable knowledge of all general office procedures including organization of files.
- (C) Ability to effectively communicate with the public and other Staff; must be able to work independently and collaboratively.

PHYSICAL DEMANDS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee _____

Date _____

Supervisor _____

Date _____

TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Deputy Clerk - Utility Billing

Department: Administration with cooperation of Public Works

Date: 01/10/2019

GENERAL PURPOSE

Provides accurate utility billing information, processes and maintains utility billing transactions; receives, accesses utility billing paperwork and Black Mountain Software database for customer billing records. Provides support to the Town Clerk's Office through the care of public works related administrative functions such as Airport & Cemetery clerical duties.

SUPERVISION RECEIVED

Works under the supervision of the Town Clerk

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receive and receipt all water and sewer payments daily.

Record all utility billing transactions in Black Mountain Software (BMS) utility billing module daily.

Maintain customer accounts in BMS, updating address changes and/or meter # changes in a timely manner.

Interact with customers, helping them understand their bills and the Town's ordinances pertaining to water and sewer.

Analyze various financial billing summaries and reports; receive, analyze, processes, and post detailed accounts receivable transactions.

Balance daily cash received with BMS software and prepare appropriate reports.

Adopted by Council 01/10/2019

Revised:

Deputy Clerk Job Description 1

Execute past due shut off procedures in accordance with Town policies and procedures, properly notifying customers facing shut off due to non-payment and maintaining accurate records for each customer shut off due to non-payment.

Execute lien procedures according to Town ordinances and Montana State law.

Process paperwork and computer work necessary to close customer utility accounts, correct bills and general final bills and customer refunds where appropriate.

Performs file maintenance of all utility billing financial documents and record retention.

Research, gather and post information and write monthly reports for management related to utility billing.

Maintain customer files for active and inactive customers.

Perform other duties as assigned.

PERIPHERAL DUTIES

1. Airport related functions:

- Implements, tracks and maintains all leases at the airport including collecting and reporting all lease, infrastructure fees and lease application fees
- Assesses, collects and reports all Airport Business License, User Fees, Landing and Tie Down Fees, Late Fees and other fees associated with airport operations.
- Supports the Airport Board by noticing and publishing the Airport Board Meeting Agenda
- Provides additional administrative support to the Airport and Airport Board such as transcribing the Airport Board Meeting Minutes.
- Assists the Mayor in the administrative processes associated with the Airport, Airport Personnel and Airport Contractors

2. Cemetery related functions:

- Assists citizens locate grave locations and determines availability of sites.
- Processes sales of grave sites.
- Directs Public Works staff regarding grave openings and closings.
- Maintains cemetery records, including ledgers of plot owners and internments, and maps of grave sites.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- (A) Two years of increasingly responsible bookkeeping and billing experience; and
- (B) Graduation from high school or GED Equivalent with specialized course work in general office practices, data processing accounts receivable; or

Necessarily Skills and Knowledge:

- (A) Knowledge of Effective governmental bookkeeping practices and procedures.
- (B) Knowledge of Effective billing practices.

Skills to:

- (A) Use personal computers and specialized software applications for customer account and billing information (i.e. Black Mountain Software).
- (B) Use common office machinery and equipment.
- (C) Use mathematical computations used in accounting.
- (D) Communicate effectively verbally and in writing.
- (E) Follow written and oral instructions.

Ability to:

- (A) Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Ability to work in a standard office environment and perform light physical labor which may include lifting and moving documents and equipment weighing as much as 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee: _____

Date: _____

Supervisor : _____

Date: _____

Adopted by Council 01/10/2019
Revised:

Deputy Clerk Job Description 3

TOWN OF STEVENSVILLE ADMINISTRATION JOB DESCRIPTION

Class Title: Finance Officer
Department: Administration
Date: 8/27/2018

GENERAL PURPOSE

Oversees and administers the finance functions for the Town of Stevensville, including accounting, asset management, risk management, utility billing, and budget administration.

SUPERVISION RECEIVED

Works under the general supervision of the Mayor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage the operations of the Town's finances, including oversight and administration of accounting and financial reporting for all funds, departments, divisions, and programs, payroll processing, accounts payable, and utility billing.

Establish and maintain policies and procedures for daily finance operations.

Advise other departments in financial matters, including economic development.

Handle the issuance of capital financing instruments, such as general obligation bonds, revenue bonds, and industrial development bonds.

Serve as budget officer and purchasing officer for the Town; establish budget preparation methods and timetables; work with Mayor and Town Council to evaluate budget requests from all departments; develop procurement policy for the Town and oversee adherence to policy guidelines; make recommendations on the Town's investment and financial policies.

Duties are performed in typical office setting where hazards and discomforts are modifiable and controllable.

Assist in the administration of retirement and fringe benefit programs; determine payroll tax

treatment for benefits; provide financial guidance in the negotiation and administration of the Town's collective bargaining agreements; play key role in developing and monitoring the risk management program of the Town.

Assist in evaluating problems and operations in other Town departments, identify problems, and develops alternative solutions to financial and budgetary issues; conduct and oversee performance and compliance audits

Analyze the financial impact of proposed legislation on the Town.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Any combination of education and experience equivalent to a bachelor's degree in accounting, business, or public administration with emphasis in governmental financing and/or accounting.
- (B) Five years of progressively responsible governmental accounting and finance experience with four years management experience.
- (C) Master's degree in accounting, financial management, public administration or related field preferred.
- (D) The Finance Officer must attend the Montana Municipal Clerks, Treasurers and Finance Officers Association Institute or similar continuing education each year of employment.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of public sector financial administration principles and practices including the principles of governmental accounting and financial reporting, debt administration, budgeting, purchasing, and risk management.
- (B) Knowledge of Governmental Accounting Standards Board (GASB) pronouncements, regulations, and guidelines.
- (C) Skill in managing the day-to-day operations of the Town's financial operations.
- (D) Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.
- (E) Skill in communicating both orally and in writing.
- (F) Skill in evaluating the effectiveness and efficiency of existing Town operations and proposed programs.
- (G) Skill in developing financial policies, procedures, and guidelines.

- (H) Skill in establishing and maintaining effective relationships with elected officials, Town employees, businesses, and citizens.
- (I) Knowledge of municipal financial software.

SPECIAL REQUIREMENTS

- (A) No felony convictions or disqualifying criminal histories within the past seven (7) years.
- (B) Ability to read and write the English language.
- (C) Hold a valid Montana Driver's License.

PHYSICAL DEMANDS

Ability to work in a standard office environment and perform light physical labor which may include lifting and moving documents and equipment weighing as much as 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

TOWN OF STEVENSVILLE
FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Chief
Department: Fire
Date: 6/9/2016

GENERAL PURPOSE

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical & rescue services to prevent or minimize the loss of life and property by fire and emergency medical incidents.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Mayor.

SUPERVISION EXERCISED

Supervises the Administrative Assistant and Assistant Fire Chief directly, and other department staff through subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates Fire, EMS & Rescue operations.

Establishes policies and procedures for Fire Department in order to implement directives from the Mayor or Town Council.

Plans and implements Fire and EMS programs for the Department in order to better carry out policies and goals; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies

Supervises and coordinates the preparation and presentation of an annual budget for Fire Department; directs the implantation of Department's budgets; plans for and reviews specifications for new or replaced equipment.

Responds to alarms and directs activities at the scene of emergencies.

Directs Departmental in-service training activities.

Controls the expenditure of Departmental appropriations.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits monthly reports to the Mayor and Town Council regarding the Department's activities and prepares a variety of other reports as appropriate including annual report of activities.

Plans Departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually coordinates and reviews the performance evaluations of all Department personnel and forwards to Mayor at the direction of the Human Resources Supervisor.

Annually conducts the performance evaluation of the Assistant Fire Chief and Administrative Assistant.

PERIPHERAL DUTIES

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Serves as a member of various Department committees.

Efficiently and effectively fills open positions through recruiting initiatives.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Four (4) years prior work experience of a progressively responsible nature in firefighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Lieutenant or higher.
- (C) Completion of FFI or equivalent
- (D) Completion of FFI as a Crew Leader or equivalent.
- (E) Completion of FFI as a Coach or equivalent.
- (F) 40 Hours of Instructional Training from the previous calendar year.
- (G) Ability to demonstrate proficiency in the operation of response apparatus.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of listed tools and equipment.
- (C) Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- (A) Must be twenty one (21) years of age or older at time of hire;
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;
- (E) A valid Montana Driver's License.

TOOLS AND EQUIPMENT USED

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Appointing Authority: _____

Date: _____

Effective Date: 6/9/2016

Revision History:

TOWN OF STEVENSVILLE
FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Assistant Fire Chief
Department: Fire
Date: 6/9/2016

GENERAL PURPOSE

Performs a variety of technical, administrative, and supervisory work in assisting the planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Performs fire, rescue and emergency medical services.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Fire Chief.

SUPERVISION EXERCISED

Supervises all officers and firefighter/EMT positions, either directly or through other officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Shall act as Fire Chief during absence of Fire Chief, as assigned.

Supervises officers in their assigned duties.

Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and fire prevention.

Directs and participates in major departmental programs.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Assists in the planning and implementation of Fire and EMS programs for the Department in order to better carry out the policies and goals of the Department.

Assists Fire Chief in direction of departmental in-service training activities.

Maintains departmental discipline and the conduct and general behavior of personnel.
Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.

Assigns personnel and equipment to such duties and uses as the service requires.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Departments budget and operations.

Attends monthly officer meetings and trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

PERIPHERAL DUTIES

Maintains involvement in development of the Department's budget and keeps up to date with periodic budget reports.

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Serves as a member of various Department committees.

Efficiently and effectively fills open positions through recruiting initiatives.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Five (5) years prior work experience as a firefighter, including 2 years of supervisory duties which must have been equivalent to Lieutenant or higher.
- (C) Completion of FFI or equivalent
- (D) Completion of FFI as a Crew Leader or equivalent.
- (E) Completion of FFI as a Coach or equivalent.
- (F) 40 Hours of Instructional Training from the previous calendar year.

(G) Current CPR for Healthcare Providers Certification & Basic First Aid Certification.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification and Basic First Aid Training; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of listed tools, equipment & apparatus.
- (C) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- (A) Must be twenty one (21) years of age or older at time of hire;
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;
- (E) A valid Montana Driver's License.

TOOLS AND EQUIPMENT USED

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Appointing Authority: _____

Date: _____

Effective Date: 6/9/2016

Revision History:

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Administrative Assistant
Department: Fire

Division: Administration
Date: 4/29/2014

Supervisor: Fire Chief

Essential Duties and Responsibilities:

1. Prepares purchase orders for Chiefs approval. Receives and codes bills per Chiefs direction and forwards to Treasurers Office for payment.
2. Prepares the agenda and minutes for department meetings.
3. Maintains complete and accurate incident reporting records.
4. Maintains complete and accurate training and activity records.
5. Maintains complete and accurate files and records on Fire Department personnel including applicants, existing employees and former employees.
6. Serves as a human resources contact for volunteer workforce, preparing and filing workers compensation claims, preparing and filing quarterly and annual activity reports.
7. Maintains confidentiality.
8. Answers telephone.
9. Accurately prepares, proofreads, and edits correspondence, reports and other documents.
10. Maintains complete and accurate maintenance, equipment and inventory records.
11. Directs inquiries from the public to appropriate official.
12. Reports weekly to the Chief; personnel needs of the department, progress of tasks assigned and tasks that need to be performed.
13. Performs other duties and special projects as assigned by Chiefs request.

Required Knowledge, Skills and Abilities:

1. Must have prior knowledge of fire department operations and procedures.
2. Must have high school diploma or equivalent.
3. Must have legal authorization to work in the United States.
4. Possess typing and keyboarding skills
5. Possess good working knowledge of personal computers required; knowledge and experience with Microsoft Office and Firehouse Software preferred.
6. Possess physical and mental ability to work independently.
7. Possess excellent communication skills, both written and oral.
8. Possess knowledge of or ability to learn departmental policies and procedures.
9. Ability to report for work and perform job responsibilities in a timely manner.

Work Environment:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, and the ability to climb stairs in the performance of daily office activities. This position also requires grasping, repetitive hand movement, and fine coordination on preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee must occasionally lift and/or move up to 50lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOWN OF STEVENSVILLE
FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Captain
Department: Fire
Date: 6/9/2016

GENERAL PURPOSE

Supervises and directs the activities of a crew, performs fire suppression, emergency & rescue aid, hazardous materials mitigation, and fire prevention duties.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Fire Chief or the Fire Chief

SUPERVISION EXERCISED

Supervises firefighter/EMT, Driver/Engineer and Lieutenant. May be required to assume a leadership role out of his or her classification due to limited staffing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises firefighters in their assigned duties as directed.

Determines methods of fire suppression; responds to alarms received and directs routes to be taken; directs work of firefighters and EMS personnel pending arrival of superior officer; supervises laying of hose lines, placing of ladders, direction of water streams, and ventilation of buildings, rescuing persons, and placement of salvage covers.

Supervises and performs cleaning, checking and maintenance of company equipment, supplies and facilities. Reports deficiencies to Fire Chief.

Instructs and drills firefighters in duties and departmental operations, use of tools, raising ladders, and rescue and salvage work, etc.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Participates in departmental in-service training activities.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Attends monthly officer meetings & trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

PERIPHERAL DUTIES

Performs the duties of other personnel as needed and fulfills obligations.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Maintains contact with general public, department officers and other local officials in the performance of fire department activities.

Efficiently and effectively fills open positions through recruiting initiatives.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Four (4) years prior work experience as a volunteer firefighter, with two (2) years as a Lieutenant, including current CPR for Healthcare Providers Certification & Basic First Aid Certification.
- (C) Completion of FFI or equivalent
- (D) Completion of FFI as a Crew Leader or equivalent.
- (E) Completion of FFI as a Coach or equivalent.
- (F) 40 Hours of Instructional Training from the previous calendar year.
- (G) Checked off to operate their primary response apparatus.
- (H) Ability to demonstrate proficiency in the operation of their primary response apparatus.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification & Basic First Aid certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of listed tools, equipment & apparatus.
- (C) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- (A) Must be twenty one (21) years of age or older at time of hire;
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) A valid Montana Driver's License;
- (E) Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Appointing Authority: _____

Date: _____

Effective Date: 6/9/2016

Revision History:

TOWN OF STEVENSVILLE
FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Lieutenant
Department: Fire
Date: 6/9/2016

GENERAL PURPOSE

Directs the activities of a Fire Crew during calls, shifts and activities and performs fire suppression, emergency medical aid, hazardous materials mitigation, and fire prevention duties.

SUPERVISION RECEIVED

Works under the general supervision of a Captain or Chief Officer.

SUPERVISION EXERCISED

Supervises Firefighter/EMT and Driver/Engineer. May be required to assume a leadership role out of his or her classification due to limited staffing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises and performs cleaning, checking, and replacement of equipment.

Instructs firefighters in duties, use of tools, raising ladders, and rescue and salvage work as well as departmental operations.

Responds to alarms received and directs routes to be taken; directs work of firefighters and EMS personnel pending arrival of superior officer; supervises laying of hose lines, placing of ladders, direction of water streams, and ventilation of buildings, rescuing persons, and placement of salvage covers.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Participates in departmental in-service training activities.

Maintains Departmental discipline and the conduct and general behavior of personnel.

Assigns personnel and equipment to such duties and uses as the service requires.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Attends monthly officer meetings & trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

PERIPHERAL DUTIES

Performs the duties of other personnel as needed and fulfills obligations.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Efficiently and effectively fills open positions through recruiting initiatives.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Two (2) years prior work experience as a volunteer firefighter, including current CPR for Healthcare Providers Certification & Basic First Aid Certification.
- (C) Completion of FFI or equivalent
- (D) Completion of FFI as a Crew Leader or equivalent.
- (E) 40 Hours of Training from the previous calendar year.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR/First Aid Certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of listed tools, equipment & apparatus.

- (C) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
- (D) Ability to demonstrate proficiency in the operation of their primary response apparatus.

SPECIAL REQUIREMENTS

- (A) Must be twenty one (21) years of age or older at time of hire;
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;
- (E) A valid Montana Driver's License.

TOOLS AND EQUIPMENT USED

EMS equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS & rescue equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

Work is performed primarily in vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Appointing Authority: _____

Date: _____

Effective Date: 6/9/2016

Revision History:

TOWN OF STEVENSVILLE
FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Driver/ Engineer
Department: Fire
Date: 6/9/2016

GENERAL PURPOSE

Drives and operates the apparatus emergent and non-emergent, maintains fire apparatus during emergencies and routine day to day needs. Operates fire pumps and other equipment and tools. Assists in the suppression of fires and performs or assists with EMS & rescues as required

SUPERVISION RECEIVED

Works under the close supervision of a Company Officer.

SUPERVISION EXERCISED

In the absence of a company officer, supervises Firefighter/EMT.

*In rare situations a Driver/Engineer may be required to assume a leadership role out of his or her classification due to limited staffing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises and performs cleaning, checking, and replacement of equipment.

Drives a fire engine, rescue truck, or special fire apparatus to and from fires, drills, EMS & rescue incidents, and routine assignments.

Stands accountable for operating the apparatus in a safe and prudent manner.

Regulates water pressure from a pumper at fires in accordance with principles of hydraulics.

Performs minor maintenance and safety checks to apparatus and equipment.

Maintains a working knowledge of Fire Department Connection (FDC) equipment of commercial buildings.

Lays and connects hose, and raises and climbs ladders at fire scenes.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Participates in departmental in-service training activities.

Maintains Departmental discipline and the conduct and general behavior of personnel.

Insures that apparatus and equipment is clean, functional and well maintained.

Maintains a working knowledge of streets and water supplies.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Completes necessary incident reports when required, following direction of the Department SOP.

Completes 30 hours of training each calendar year. Eligible training includes organized Department approved classes or drills.

Annually participates in a performance evaluation conducted by the Department's designee.

PERIPHERAL DUTIES

Performs the duties of a firefighter as needed and fulfills obligations.

Participates in fire drills, attends classes in firefighting, emergency medical & rescue services, hazardous materials, and related subjects in order to obtain and maintain firefighting and EMS skills and qualifications

Participate in the inspection of buildings, hydrants, and other structures, and in fire prevention programs.

Performs general light maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, dries and rolls hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Presents programs to the community on safety and fire prevention topics if trained.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) One (1) year prior work experience as a volunteer firefighter, including current CPR for Healthcare Providers Certification.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Knowledge of hydraulics and their application to the operation of fire apparatus and pumping operations.
- (C) Skill in the operation of listed tools, equipment & apparatus.
- (D) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
- (E) Ability to think clearly and react effectively under stressful conditions.
- (F) Ability to maneuver and operate apparatus in a safe and professional manner.
- (G) Completes annual Department Emergency Vehicle Operators Course or equivalent.
- (H) Ability to demonstrate proficiency in the operation of their primary response apparatus.

SPECIAL REQUIREMENTS

- (A) Must be twenty one (21) years of age or older at time of hire;
- (B) A valid Montana Driver's License;
- (C) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (D) Ability to read and write the English language; and
- (E) Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED

EMS equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, rescue equipment and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

Work is performed primarily in vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Appointing Authority: _____

Date: _____

Effective Date: 06/09/2016

Revision History:

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Position Title: Firefighter

Department: Fire

Modification Date:

GENERAL PURPOSE

Protects life and property by performing firefighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

The firefighters are hired through the established hiring process. Firefighters have the responsibility for the protection of life and property from the hazards of fire or other hazardous environments.

SUPERVISION RECEIVED

Works under the close supervision of a Lieutenant, Captain or other senior officer.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs firefighting activities including, laying hose, and performing fire combat, containment and extinguishment tasks.

Performs emergency aid activities including administering first aid and providing other assistance as required.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of a crew leader.

Selects, drags, lifts and carries hose and nozzle depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire.

Positions and climbs ladders to gain access to upper levels of buildings to assist individuals from burning structure.

Creates opening in buildings for ventilation or entrance using appropriate and available manual and power tools.

Protects property from smoke and water damage using ventilation, salvage covers, smoke ejectors and deodorants.

Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.

Effectively communicates with two-way communications systems to Department standards

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Completes 30 hours of instructional training each calendar year.

PERIPHERAL DUTIES at direction of the Company Officer;

Participates in fire drills, attends classes in firefighting, emergency medical services, hazardous materials, and related subjects.

Attends regular and assigned training sessions to maintain and upgrade firefighting skills.

Participate in the inspection of buildings, hydrants, and other structures, and in fire prevention programs.

Maintains fire equipment, apparatus and facilities.

Performs minor repairs to departmental equipment.

Performs general light maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, dries and rolls hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Presents programs to the community on safety and fire prevention topics if trained.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent.

(B) No specific work experience level required.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of driver safety; working knowledge of first aid;
- (B) Ability to successfully learn the operation of the listed tools and equipment; ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques; ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies, and the general public; ability to meet the special requirements listed below within six (6) months from hire date.

SPECIAL REQUIREMENTS

- (A) Must be eighteen (18) years of age or older at time of hire;
- (B) A valid Montana Drivers License without record of suspension or revocation in any state;
- (C) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (D) Ability to read and write the English language; and
- (E) Ability to meet Departmental physical standards.
- (F) Ability to obtain CPR & First Aid BLS certification.

INTERIOR STATUS

Firefighters may only participate in interior firefighting operations when the following qualifications have been satisfied in addition to those listed in this description.

- (A) Completion of FFI or equivalent.
- (B) Annual completion of Candidate Physical Ability Test (CPAT).

TOOLS AND EQUIPMENT USED

Emergency medical aid equipment and supplies, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and taste or smell.

The employee must frequently lift and/or move up to 10 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period of six (6) months.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Appointing Authority: _____

Date: _____

Effective Date:

Revision History:

TOWN OF STEVENSVILLE
PARKS AND RECREATION POSITION DESCRIPTION

Position Title: Head Lifeguard
Department: Parks and Recreation
Division: Aquatics
Date: 08/27/2018

GENERAL PURPOSE

Performs professional duties ensuring effective performance of lifeguard functions. Ensures that lifesaving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules.

SUPERVISION RECEIVED

Works under the general supervision of the Mayor.

SUPERVISION EXERCISED

Supervises Lifeguard/Instructors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary.

Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary.

Assists with new lifeguard orientation to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications.

Assists with scheduling and coordinating in-service training. Assists with ensuring that lifeguards are fully competent in first aid, CPR, and all water rescue techniques.

Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours.

Ensures that lifeguards perform in accordance with established safety regulations and policies.

Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs.

Adopted by Council 8/27/2018
Revised:

Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the management.

Interfaces with patrons regarding concerns, problems, or any other significant issues.

Provides input and feedback while responding to problems.

Ensures that aquatic programs are occurring as desired.

Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Must be at least 18 years of age.
- (B) Must be a high school graduate or equivalent.
- (C) Two (2) years paid lifeguard experience or previous lifeguard supervisory experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of lifesaving techniques including backboard rescue.
- (B) Strong swimming and lifesaving abilities.
- (C) Ability to communicate effectively with patrons, supervisors, and other employees.
- (D) Ability to remain alert, attentive, and responsible.
- (E) Ability to be a team player

SPECIAL REQUIREMENTS

- (A) Must possess American Red Cross Lifeguard Training Certification.
- (B) Must possess American Red Cross Training certification in Community First Aid and CPR for the Professional Rescuer
- (C) Must possess American Red Cross Water Safety Instructor certification.
- (D) Ability to pass a Center prepared water test.
- (E) Must be willing to work mornings, mid-day, evenings, weekends, and holidays.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate

objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee occasionally is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the facility.

The employee may be exposed to stressful situations as a result of human behavior.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Human Resources Representative

Department: Administration

Date: 8/27/2018

GENERAL PURPOSE

Performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems of the organization, including classification, compensation, recruitment, selection, labor relations, and training.

SUPERVISION RECEIVED:

Works under the broad policy guidance of the Mayor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises human resource department to achieve goals within available resources; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the city officials; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Prepares a variety of studies, reports and related information for decision-making purposes where appropriate and/or as instructed.

Assists in the selection of employees to fill vacant positions.

Adopted by Council 8/27/2018

Revised:

HR Representative Job Description 1

Plans and conducts new employee orientation to foster positive attitude toward organization goals.

Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Conducts wage survey within labor market to determine competitive wage rate.

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Participates in reporting and recommends procedures to reduce absenteeism and turnover where appropriate.

Contracts with outside suppliers to provide employee services, such as training, employee assistance, or outplacement.

Keeps records of hired employee characteristics for governmental reporting purposes.

Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.

At the direction of the Mayor, prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs and makes recommendations to the Mayor.

Notifies employees and labor union representatives of changes in benefits programs.

Analyzes wage and salary reports and data to determine competitive compensation plan.

Prepares personnel forecast to project employment needs.

Advises department managers of local, state and Federal policy regarding equal employment opportunities, compensation, and employee benefits.

At the direction of the Mayor, consults legal counsel to ensure that policies comply with federal and state law.

Develops and maintains a human resources system that meets top management information needs.

Oversees the analysis, maintenance, and communication of records required by law or local

governing bodies, or other departments in the organization.

Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.

PERIPHERAL DUTIES

Recommends for adoption by the council such measures as may deem necessary or expedient.

Prepares and submits to officials such reports as may be required or as deemed advisable to submit.

Investigates accidents and prepares reports for insurance carrier.

Evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in human resources, public administration, business management of a closely related field, and five (5) year of experience in a human resources capacity.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of risk management and safety practices;
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering personnel programs and systems; skill in operating the listed tools and equipment; and
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public; ability to efficiently and effectively administer a human resource system.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Position: City Court Judge

Department: Judicial

Accountable to: Mayor

General Purpose:

Performs a variety of judicial duties as prescribed in Chapters 10 and 11 of Title 3 and Chapter 30 of Title 25 of the Montana Code Annotated (MCA), and other duties as prescribed by law.

Supervision Received:

Works under the general supervision of the State Supreme Court and the judicial ethics committee on judicial matters and under the general supervision of the Mayor on administrative matters.

Essential duties and Responsibilities:

Attend training sessions as specified in MCA 3-11-204.

Collect fees prescribed by law for City Court and pays fees into the Town of Stevensville Court Trust account on or before the 5th day of the following month.

Reconcile the Town of Stevensville Court Trust account monthly and pays the appropriate amount into the Town general fund on or before the 10th day of each month.

Track and record collection of fees using State-provided financial and database software and provide monthly reconciliations of fees collected by the 10th day of each month.

Furnish the Town Council with monthly status reports.

Maintain City Court records as prescribed under MCA 3-10-501 and Contents of Docket Entries under MCA 3-10-1005.

Establish and maintain regular sessions of court as prescribed by MCA 3-11-101 City Court Established.

Conduct judicial processes in a fair and impartial manner.

Maintain dignity and formality in the City Court.

Peripheral Duties:

Maintain contact with other City Court Judges and Town of Stevensville departments (Mayor, Clerk, Police and Treasury e.g.) in performance of judicial duties.

Desired minimum Requirements:

- A. High school diploma; undergraduate and/or graduate degree preferred

Necessary Knowledge, skills and abilities:

- A. Ability to communicate effectively orally and in writing
 - Ability to establish and maintain effective working relationships with peers, law enforcement officers, attorneys representing the Town, citizens appearing in City Court and the Town Council
 - Ability to exercise sound judgment in evaluating cases before the Court and in making decisions
 - Ability to give verbal and written instructions
- B. Ability to accurately record and maintain a docket as described under MCA 3-10-501 and 3-10-1005.
- C. Ability to learn and work in State-provided financial and database software system.

Special Requirements:

- A. Must be bondable
- B. Hold a valid State of Montana driver's license
- C. Must be at least 18 years of age at the time of appointment
- D. Must be a resident of Ravalli County

Tools and Equipment Used:

Personal computer; software including word processing, spreadsheet, email; State-provided financial and database program; 10-key calculator; multi-line telephone; copy machine; fax machine.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to sit and talk, or her; use hands to fingers; handle, feel, and/or operate objects, tools or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Selection Guidelines:

Formal application, rating of education and experience, written questions, oral interview, criminal background check and reference checks will be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Accepted:

Approved:

City Court Judge

Town of Stevensville Mayor

TOWN OF STEVENSVILLE
PARKS AND RECREATION POSITION DESCRIPTION

Position Title: Lifeguard/Instructor
Department: Parks and Recreation
Division: Aquatics
Date: 8/27/2018

GENERAL PURPOSE

Performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

SUPERVISION RECEIVED

Works under the general supervision of the Head Lifeguard.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Teaches swimming lessons according to a prescribed routine and curriculum.

Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone or written correspondence.

Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Enrollment in good standing or graduation from a high school or GED equivalent; or
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.
- (B) Skill in operation of listed tools and equipment; currently hold First Aid and CPR certification or demonstrate the ability to successfully pass First Aid and CPR; and
- (C) Ability to effectively teach swimming lesson; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; ability to communicate effectively orally; ability to give and understand oral instructions.

SPECIAL REQUIREMENTS

Lifeguard, First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; phone.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period of six (6) months.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

TOWN OF STEVENSVILLE

Position Description

Position: Mayor

Department: Administration

Supervisor: None (elected official)

Salary: Up to \$20,000/year

Definition:

Under the general administrative policies, laws and procedures of the Town of Stevensville and Montana Statutes, acts as the Chief Executive of the Town of Stevensville Municipal Government.

Roles and Responsibilities:

Enforces State and Local Laws;

Administers the affairs of the local government;

Supervises all Town departments and employees;

Mayor has authority for hiring and terminating all Town employees;

In cooperation with the Town Clerk, assembles and posts agenda for Town Council Meetings and meetings of other boards and commissions;

Ensures that the public and Town Council Members and staff are treated fairly and with respect;

Acts as the presiding officer of the Town Council;

When required, breaks tie votes of the Town council;

Drafts Town ordinances and resolutions and may exercise authority to veto;

Prepares the annual budget in consultation with department heads and the Town Council;

Represents the Town of Stevensville at board and commission meetings;

TOWN OF STEVENSVILLE

Position Description

Roles and Responsibilities (continued):

Acts as the Town's spokesperson at official functions, dedications, ceremonies, award programs, and community outreach programs.

Desired Qualifications, Education, Skills and Knowledge

Working knowledge of municipal government operations, statutes, organization and functions.

Ability to lead and facilitate public meetings, meetings of the Town Council and preside over public hearings.

Strong facilitation skills, enabling conflicting parties to resolve disputes with positive Mayoral guidance and leadership.

Working knowledge of computers and electronic data/word processing.

Strong ability to effectively communicate with the public, the Town council and all Town Staff orally and in writing.

Working knowledge of human resource management with proven ability to supervise multiple diverse employees.

Graduation from High School or GED equivalent: 4-year College degree in public administration, business administration or other related field preferred.

Five years of experience in a position requiring supervision of three or more employees.

Able/available to devote at least 20 hours per week to Mayoral duties.

TOWN OF STEVENSVILLE

Position Description

Work Environment

Position may require prolonged sitting, standing, walking, reaching, twisting and turning, kneeling, bending, squatting, and stooping in the performance of office activities. This position may also require grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. This position may also require outdoor work in all types of weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

May be required to work evenings and weekends and be on-call as needed.

Required Minimum Qualifications (per Montana Code Annotated 7-4-4301)

Must be 21 Years of age.

Must have resided in the State of Montana for three years.

Must have resided within the Town of Stevensville for two years.

TOWN OF STEVENSVILLE

POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Chief
 Department: Police Department
 Date: 8/27/2018

GENERAL PURPOSE

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Mayor, and Town Council.

SUPERVISION EXERCISED

Exercises supervision over all police department staff.

EDUCATION AND EXPERIENCE

Entry Level

- (A) Must be 21 years or older
- (B) Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, or completion of the basic law enforcement training academy or equivalent.;
- (C) Two years Law Enforcement Experience
- (D) Felony Conviction and disqualifying criminal histories within the past seven years are not allowed
- (E) U.S. Citizen
- (F) Must be a good moral character and of temperate and industrious habits

Education and Experience

- (A) Thorough knowledge of modern, law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- (B) Skill in the use of the tools and equipment listed below.
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain by the time of hire, a valid State Driver's License without record or suspension or revocation in any state for three years.
- (B) Basic Law Enforcement Training certification or equivalent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- (A) Plans, coordinates, supervises and evaluates police department operations.
- (B) Occasional foot patrol.
- (C) Develops policies and procedures for the Department in order to implement directives from the Town Council or the Mayor.
- (D) Plans and implements a law enforcement program for the Town in order to better carry out the policies and goals of Town Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- (E) Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- (F) Assures that personnel are assigned to shifts which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- (G) Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for the associations with other cases.
- (H) Supervises and coordinates the preparation and presentation of an annual budget for the Department; plans for and reviews specifications for new or replaced equipment.
- (I) Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
- (J) Trains and develops police officers.
- (K) Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- (L) Prepares and submits periodic reports to the Town Mayor regarding the Department's activities, and prepares a variety of other reports as appropriate, excluding confidential law enforcement information and reports.
- (M) Meets with elected or appointed officials, other law enforcement officials, community and business representatives to maintain public relations.
- (N) Attends conferences and meetings to keep abreast of current trends in the field with Town Council approval.
- (O) Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- (P) Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- (Q) All the essential duties and responsibilities of a Police Officer.

PERIPHERAL DUTIES

Directs investigation of major crime scenes. Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities, as needed.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, Breathalyzer, pager, and first aid equipment.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 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.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places and with explosives and is occasionally exposed to wet and humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; random drug screening; and job-related tests may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

By signing below, Employee acknowledges they have read the foregoing and received a copy of thereof, understand its contents, and agrees their failure to comply therewith may subject the employee to disciplinary action including termination.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Adopted by Council 8/27/2018

Revised:

Police Chief Job Description 3

CLASS TITLE: SCHOOL RESOURCE OFFICER

ACCOUNTABLE TO: Chief of Police

STATUS: Special Duty Assignment for full-time police officer

Primary Objective of Position:

Enforce applicable law within the assigned area schools. Interact with students, school administrators, and faculty through law enforcement related education and law enforcement activities.

Duties and Responsibilities Required in Addition to Those of a Police Officer:

- Prepare instructional materials, lesson plans, student notebooks, teachers' guides, visual aids and handouts.
- Maintain accurate records of all activities as directed by the Chief of Police.
- Performs full range of police duties for Stevensville schools and the area surrounding the school grounds.
- Patrols the school area during school related activities including but not limited to, sporting events, school board meetings, and school sanctioned student gatherings (dances etc.)
- Prepare criminal activity, security, and statistical reports to be disseminated to the Town Council and School Board.
- Publicly deliver activity, security, and statistical reports to the School Board.
- Serves as the point of contact for students, faculty, staff, parents, and neighbors of the school regarding law enforcement matters.
- Works with parents of students on various parenting and child related issues.
- Serves as the truancy officer.
- Works closely with social service agencies and youth court services to develop incident specific intervention strategies.
- Develop and expand crime prevention efforts for students.
- Work with Police and School Administration in the development and maintenance of a comprehensive school emergency plan.
- Educate students through law related instruction.
- Develop or expand community justice initiatives involving students.
- Inform students, teachers, parents, and community members of current criminal trends and activities relative to school-aged children to build awareness.
- Attends and participates during school and town meetings regarding school related law enforcement topics.
- Assists in the development and maintenance of school security and safety systems.
- Assist in developing school and police policies addressing criminal trends and procedural changes.

TOWN OF STEVENSVILLE
POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Officer
Department: Police Department
Date: 8/27/2018

GENERAL PURPOSE

Under general supervision and on varied shifts, performs a variety of duties involved in law enforcement work associated with patrol, traffic control, and criminal investigations for the Stevensville Police Department.

SUPERVISION RECEIVED

Works under the supervision of the Chief of Police

SUPERVISION EXERCISED

None.

DISTINGUISHING FEATURES OF THE POSITION

- Knowledge of the Montana Code Annotated and the Stevensville Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and Town of Stevensville laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Stevensville Police Department.
- Knowledge of the principles and practices of employee supervision and training.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the Town of Stevensville and surrounding area.

- Skill in performing the day-to-day operations of a police officer.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in communicating, in person, in writing, and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with Town employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.
- Under the direction of the Chief of Police, routinely patrol within the Town limits, promoting traffic safety of all pedestrian, bicyclists and motor vehicle operators.
- Locate and contact traffic violators and issue appropriate citations based on those violations.
- Provide guidance and traffic direction for local functions including parades, and other events deemed necessary by the Chief of Police.
- Other patrol related duties may be assigned by the Chief of Police when deemed necessary.
- Evaluates criminal or civil cases and formulates work plan for investigation.
- Assumes responsibility for the successful resolution of all investigations assigned.
- Manages major criminal investigation through planning and self-regulated investigative activities under the general supervision of the Chief of Police.
- Initiates criminal investigations through investigative effort, confidential informants and civilian contacts.
- Responsible for the dissemination of information relating to crime trends, wanted suspects, and officer safety information to other officers and agencies.
- Conducts a wide range of interviews, including crime victims, witnesses, suspects, and technical experts.
- Conducts surveillance operations and gathers intelligence, may work under cover.
- Prepares documentation of activities and information.
- Coordinates with prosecutors and court staff to issue warrants and subpoenas.
- Conduct pretrial research and dispositions, and prepares testimony.
- Develops and maintains effective working relationships with prosecutors, courts, and other agencies.
- Coordinates and supervises the identification, collection, processing, and custody of property and evidence at a crime scene.
- Cooperates and interacts with law enforcement and criminal justice employees of other jurisdictions and agencies, including the FBI, probation, family service agencies, and courts.
- Represents the Police Department in presentations to, and general dealings with, citizens.
- Performs other duties as assigned.

TASKS

Patrols an assigned area of the Town on an assigned shift in a radio-equipped vehicle to preserve law and order, including traffic safety enforcement and citations, checking businesses and residences, discovering and preventing the commission of crimes, and enforcing state and municipal laws and ordinances; responds to calls for assistance, including motor vehicle crashes, assaults, domestic disturbances, thefts, and other criminal or civil complaints; frequently deals with DUI suspects/offenders, other intoxicated persons, and person with mental disorders.

Intervenes in disputes, apprehends suspects, makes arrests, issues citations, identifies witnesses, conducts preliminary investigations, and re-establishes law and order at the scene; prepares documentation of activities performed and information gathered; may conduct follow-up activities; coordinates with prosecutors and court staff to issue warrants and subpoenas, conduct pretrial research and dispositions, and prepare testimony.

Transports suspects and persons with outstanding arrest warrants to jail facilities; ensures that arrested persons are processed into jail in accordance with state and federal guidelines and Police Department policies; responds to questions and requests from citizens; assists in making presentation; some positions serve as School Resource officers, Firearms Instructors, and in other training/instructor positions; performs other duties as assigned.

SAFETY RELATED DUTIES

Abide by the Town of Stevensville and department work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their Supervisor. Follow Supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the Supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the Supervisor.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the Supervisor as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Occupational hazards and standard safety practices necessary in the area of law enforcement.

(A) Principles and procedures of record keeping.

Adopted by Council 8/27/2018

Revised:

Police Officer Job Description 3

- (B) Principles of basic report preparation.
- (C) Techniques used in public relations.
- (D) Basic mathematical principles.
- (E) English usage, spelling, vocabulary, grammar, and punctuation.
- (F) Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

- (A) Operate necessary tools and devices such as police vehicle, radio, radar, handgun, patrol rifle, taser, and other weapons, baton, handcuffs, pager, phone, cameras, finger print materials, intoxilyzer, and flashlight.
- (B) Learn, interpret, and apply the policies, procedures, statutes, ordinances, criminal laws, codes, investigative techniques, and regulations pertaining to assigned programs and functions.
- (C) Learn and use radio 10-code to communicate with dispatch.
- (D) Determine the proper action to take when confronting humans who are agitated, under the influence of drugs and/or alcohol, frightened, or injured.
- (E) Act quickly and calmly in emergencies.
- (F) Prepare and maintain accurate and complete records.
- (G) Prepare clear, complex, and extensive reports.
- (H) Observe and recollect details accurately.
- (I) Meet and deal tactfully and effectively with the public.
- (J) Work independently in the absence of supervision.
- (K) Use good judgment and make effective decisions under pressure.
- (L) Communicate clearly and concisely, both orally and in writing.
- (M) Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Physical Demands/Work Environment:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment, in a police vehicle, and outdoors with ability to sit, stand, see, hear, lift up to 50 pounds and walk; physical and mental ability to successfully make arrests as a Police Officer when necessary and as mandated by Montana Codes Annotated and Town of Stevensville municipal codes; physical strength and ability to engage in foot pursuits, physically restrain humans and agility to sufficiently perform duties safely. Ability to travel to different sites and locations; availability for 24-hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and blood borne pathogens and other bodily fluids.

EDUCATION, EXPERIENCE AND TRAINING

Education:

High School diploma or GED certificate

Successfully complete the law enforcement basic course at Montana Law Enforcement Academy (MLEA) or equivalent as designated by Public Safety Officer Standards & Training (POST) advisory council or as determined by the Chief of Police.

To be hired applicant must have the ability to:

Meet and all requirements for employment as required by the State of Montana law and the Town of Stevensville.

Successfully pass a criminal history and driving record check and a credit check.

Ability to pass entry-level police written examination and MLEA physical agility test

EDUCATION, EXPERIENCE AND TRAINING

License or Certificate:

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid Montana driver’s license within six months of hire.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; random drug screening; and job related tests may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

By signing below, Employee acknowledges they have read the foregoing and received a copy of thereof, understand its contents, and agrees their failure to comply therewith may subject the employee to disciplinary action including termination.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Assistant

Department: Public Works

Date: 08/27/2018

GENERAL PURPOSE

Provides parks, tree, weed, cemetery, streets and swimming pool maintenance services, operates and maintains water treatment plant and wells, and wastewater plant, along with water mains and sewer mains, and performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Works under the supervision of the Public Works Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs skilled maintenance work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work according to specifications, written and/or verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate some heavy equipment; drive trucks; have good depth

perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

Conduct appropriate wastewater tests, take wastewater and water samples, and file reports as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

This position requires wastewater treatment Class 1 and water treatment and distribution certifications. Within 18 months of employment, this position is required to take and pass the Montana State Certification Exam for wastewater treatment Class 1 and begin studying for the Montana State Certification Exam for water treatment and distribution. Water treatment and distribution certification must be attained within 12 months of completing the wastewater treatment certification.

Necessary Knowledge, Skills and Abilities:

Knowledge:

This position is required to possess knowledge of wastewater/water treatment, operation of heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

Skill to:

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

Ability to:

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.

Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Communicate effectively both verbally and in writing.

PHYSICAL DEMANDS

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Title Class: Public Works Supervisor

Department: Public Works

Date:8/27/2018

GENERAL PURPOSE

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including, environment, street, parks, cemetery, traffic control, and other public works projects and programs.

Supervision Received

Works under the broad policy guidance and direction of the Mayor

Supervision Exercised

Exercises supervision over maintenance and professional staff as assigned

Essential Duties and 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.

This position will assume full management responsibility for all Public Works Department services, programs, operations and activities including engineering, streets and traffic, parks, cemetery, and fleet services.

The incumbent will manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within Town policy, appropriate service and staffing levels; and allocate resources accordingly.

The Public Works Director will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement, and direct the implementation of changes.

Adopted by Council 8/27/2018

Revised:

PW Supervisor Job Description 1

This position will be responsible to ensure that Public Works Department personnel are selected, trained, motivated, and evaluated. The position will also provide or coordinate staff training, coach employees to correct deficiencies, implement discipline and termination procedures, and develop staff development programs.

The incumbent will plan, direct, and coordinate, through subordinate level managers, the Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility, and review and evaluate work methods and procedures.

The Public Works Supervisor will represent the Public Works Department to other Town departments, elected officials, and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

The incumbent will coordinate Department activities with those of other Town departments and outside agencies and organizations; provide staff assistance to the Mayor and Town Council; and prepare and present staff reports and other necessary correspondence. The position will participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the Department.

The position will be responsible to respond to and resolve difficult and sensitive inquiries and complaints.

This position will manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

The Public Works Supervisor is responsible to abide by the Town of Stevensville and department work practices established for specific job assignment and occupations. Furthermore, the position is required to ensure that all employees within the department are following all Town safety standards and protocol.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) Three years of progressively responsible public works services or related experience including two years of management and supervisory experience.
- (B) High school graduation or GED required; college degree preferred but not required.

License or Certificate

Adopted by Council 8/27/2018

Revised:

PW Supervisor Job Description 2

- (A) Must possess a valid driver's license with acceptable driving record at the time of hire or have the ability to obtain a valid MT driver's license within six months of hire.
- (B) Must possess a CDL endorsement.

Necessary Knowledge, Skills, and Abilities

- (A) Organization and management practice skills as applied to the analysis and evaluation of public works programs, policies, and operational needs
- (B) Program development and administration abilities
- (C) Knowledge principles and techniques used in emergency disaster situations
- (D) Knowledge of advanced principles of municipal engineering services
- (E) Knowledge of current and future trends affecting public works
- (F) Principles of supervision, management, motivation and leadership
- (G) Knowledge of pertinent Federal, State, and local laws, codes, and regulations
- (H) Strategic planning skills
- (I) Strong oral and written communication skills
- (J) Ability to lead and maintain a positive and harmonious work environment
- (K) Abilities in complex decision making
- (L) Ability to foster innovation and change
- (M) Skills in conflict management
- (N) Skills in finance and budgeting related to field and government needs

PHYSICAL DEMANDS

Ability to work in a standard office environment using completer equipment, with ability to travel to different sites and locations. May at times be exposed to outdoor environment including hot and cold temperatures, dirty, dusty, smelly environments, some mechanical or electrical hazards, confined spaces and possible exposure to chemicals.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

**TOWN OF STEVENSVILLE
PUBLIC WORKS POSITION DESCRIPTION**

Position Title: Seasonal Maintenance Worker
Department: Public Works
Date: 8/27/2018

GENERAL PURPOSE

Responsible to provide the Town of Stevensville citizens with a pleasant outdoor environment by ensuring all parks, trees, weeds, grass, cemetery, streets, and swimming pool are clean, well-cared for, beautiful and up kept.

SUPERVISION RECEIVED

Works under general supervision of the Public Works Supervisor.

SUPERVISION EXCERSIZED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cut grass / vegetation and trim around stones and markers.

Remove dead flowers and other removable grave decorations in the spring & fall.

Rake and remove leaves from the parks and cemeteries during the fall & spring.

Perform general clean-up, including removal of fallen tree limbs and brush, removing dead trees, and pruning and trimming trees, hedges, and shrubs.

Empty garbage containers as needed.

Maintain roadways within the cemetery as needed.

Drain/blow out water lines prior to the ground and/or water lines freezing at the Parks/Cemetery.

Plant flowers, trees, shrubs as needed.

Select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures.

Safely operate equipment necessary to clean, repair and maintain Town streets, parks, and cemeteries.

May perform minor repairs and maintenance procedures on equipment.
Bring maintenance issues to the attention of the Parks Supervisor in a timely manner.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Adhere to all Town of Stevensville and department standard operating procedures and policies:

Fully participate in safety training program(s); suggest improvements in safety training to the supervisor or safety committee as appropriate

Report any unsafe work conditions and unsafe practices to the supervisor or safety committee.

Perform other duties as assigned by the Public Works Supervisor

DESIRED MINIMUM QUALIFICATIONS

- (A) Knowledge of landscaping methods, techniques and materials
- (B) Knowledge of operation and use of motorized vehicles and equipment, common hand and power tools, weed trimmers, lawn mowers, shovels, wrenches, etc.
- (C) Must have a valid State of Montana driver's license
- (D) Able to watch gauges, dials, and other indicators to ensure machines are working properly
- (E) Experience in operating grounds keeping/landscaping equipment, as well as a variety of construction, maintenance, and specialized equipment
- (F) Ability to communicate effectively both verbally and in writing.
- (G) High school diploma, GED, or two years landscaping/grounds keeping maintenance experience

PHYSICAL DEMANDS

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

Ability to stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, reach, use fingers to handle and feel, distinguish color, and wear protective apparel

Ability to lift and/or move 25-100 lbs.

Stamina and self-motivated.

Exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Ability to judge distance including close vision, color vision, depth perception, peripheral vision, and the ability to focus.

Perform strenuous manual labor under adverse conditions when necessary

WORK ENVIRONMENT

The work environment characteristics described here are representative of those performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, including extreme heat and/or cold. The employees may work near moving mechanical parts and are occasionally exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings. This job requires an employee to work a minimum of 30 hours per week.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period of six (6) months.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

**TOWN OF STEVENSVILLE
ADMINISTRATION POSITION DESCRIPTION**

Class Title: Town Clerk
Department: Administration
Date: 8/27/2018

GENERAL PURPOSE

Responsible for controlling and organizing Town ordinances, resolutions, and public documents. Organizes most administration tasks and is a direct resource for information to the public.

SUPERVISION RECEIVED

Works under the general supervision of the Mayor.

SUPERVISION EXERCISES

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides information to or researches questions from the Public.

Attends and takes the minutes for all regular and special meetings of the Town Council

Works with the Mayor in assembling and posting the agenda for all Council meetings and other Boards and Commissions.

Assembles and distributes Council meeting packets.

Helps with incoming mail and distribution.

Organizes all ordinances and resolutions of the Town into the appropriate books.

Works to insure codification of ordinances according to State statute.

Issues building-related permits in the absence of the Building Official in accordance with the Department's policies and procedures.

Posts, files and tracks all legal notices of the Town.

Acts as an Administrative Assistant to the Mayor and provides Council members with

Adopted by Council 8/27/2018

Revised:

information or documents as required

Act as an Administrative Assistant to Town Advisory Boards and Commissions

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with specialized course work in general office practices, or data processing; preference given for College degree
- (B) Three (3) years of increasingly responsible related experience
- (C) Any equivalent combination of education and experience
- (D) Special education requirement: must attend Montana Municipal Clerks, Treasurers and Finance Officers Association Institute or similar continuing education each year of employment.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and Microsoft Office Suite
- (B) Ability to type and produce documents accurately
- (C) Considerable knowledge of all general office procedures including organization of files
- (D) Ability to effectively communicate with the public and other staff
- (E) Must be able to work independently and collaboratively

PHYSICAL DEMANDS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Town of Stevensville Job Description

Zoning Administrator

Position - Zoning Administrator

Zoning administrator is the official designated by the mayor as the official responsible for reviewing applications for building and land use permits for conformity to the Development Code and for interpretations and enforcement of its provisions.

The Zoning Administrator is the Floodplain Administrator. The floodplain administrator's duty is to administer and implement the provisions Chapter 11 of the Stevensville Municipal Code. The floodplain administrator must serve to meet and maintain the commitments pursuant to 44 CFR 59.22(a) to FEMA to remain eligible for National Flood Insurance for individuals and business within the political subdivision.

Department - Administration

Supervisor - Mayor

Duties

Under the direct supervision of the Mayor, the Zoning Administrator is responsible for the enforcement of the Development Code, Chapter 10 and the Flood Code, Chapter 11 of the Stevensville Municipal Code. In addition the Zoning Administrator performs the following duties:

- Reviews for approval/disapproval Building Permit Applications, plans and documents for compliance with the Development Code
- Reviews for approval/disapproval Business License Applications for the Town of Stevensville, including Airport Business License Applications for the Town of Stevensville in accordance with Chapter 12, Licenses, Taxation and Miscellaneous Business Regulations of the Stevensville Municipal Code.
- Provides assistance to the public, contractors and other town departments as it relates to Zoning Codes, Floodplain Codes and information;
- Conduct on-site inspections of construction projects for compliance with adopted codes and accepted building practices and issues correction notices as needed.
- Investigates work that may be done without required permits;
- Issues "Stop Work" order if necessary
- Maintains complete and accurate records
- Be available to answer questions regarding Zoning Codes as needed by the public, council members and staff as well as other public agencies, architects and engineers
- Able to effectively communicate verbally and in writing, in English with the public, contractors, town employees, town council, architects, engineers, etc.
- Be able to work 5 20 hours per week

Town of Stevensville Job Description

Zoning Administrator

Minimum Requirements

At a minimum, all qualified applicants should have:

A Bachelor's Degree in Planning, Physical Science, Political Science, Geography, Natural Science, or closely related field; and five(5) years of experience in planning, zoning, subdivisions, or floodplain permitting and procedures including two (2) years of supervisory experience, or any equivalent combination of education and experience totaling ten(10) years in planning, zoning, subdivisions or floodplain permitting and procedures

Physical Demands/Work Environment

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50-75 lbs., distinguish color and wear protective apparel.
- This position may require exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards and traffic hazards.
- The ability to perceived depth is required.

Skills

- Read and comprehend construction documents and blueprints;
- Skill in enforcing all codes equitably & fairly;
- Able to effectively communicate with the public, contractors, town officials, town employees and resolve difficult situations in a professional manner;
- Ability to professionally communicate orally and in writing;
- Maintain permit, plan and record files in an organized and professional manner;
- Have a working knowledge of resources available related to the duties of the position.

Schedule

Saturdays 8 am to noon and available by phone at other times, and be available by appointment to perform plan review, business license review, site inspections and for consultations.

Employee _____ Date ____ - ____ - ____

Supervisor _____ Date ____ - ____ - ____

Approved by the Town Council at the Council meeting on May 8, 2017

ARTICLE I. - IN GENERAL

Sec. 10-1. - Definitions.

Zoning administrator means that official designated by the mayor as the official responsible for reviewing applications for building and land use permits for conformity to this development code and for interpretations and enforcement of its provisions.

Sec. 10-27. - Enforcement.

This chapter shall be enforced by the town zoning administrator. No building permit, business or occupational use license shall be issued except in compliance with the provisions of this chapter and without the approval of the zoning administrator.

Sec. 11-8. - *Floodplain* administrator.

A *floodplain* administrator is hereby officially appointed and is the responsibility of the office of the zoning administrator. The *floodplain* administrator's duty is to administer and implement the provisions of these regulations. The *floodplain* administrator must serve to meet and maintain the commitments pursuant to 44 CFR 59.22(a) to FEMA to remain eligible for National Flood Insurance for individuals and business within the political subdivision.

TOWN OF STEVENSVILLE

POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Clerk
Department: Police Department
Date: 8/24/2017

GENERAL PURPOSE

This position is an administrative and clerical position that supports the Chief of Police and the Police Department regarding the general needs of the Chief and the Department.

Police Clerk duties include, but are not limited to the following:

Administrative Assistant to the Chief of Police
Police Department Administrative Support
Police Department Website and Email Administrator
Property Clerk
Records Clerk

Administrative Assistant to the Chief of Police:

1. Performs tasks and activities assigned by the Chief of Police.
2. Performs clerical work as assigned by the Chief of Police.
3. Answers phone calls on the Police Department phone line.
4. Attends meetings with the Chief of Police for the purpose note taking.
5. Dictates correspondence for the Chief of Police.
6. Assists the Chief of Police in preparing an annual budget.
7. Other duties as assigned by the Chief of Police.

Police Department Administrative Support:

1. Manages Police Department inventory.
2. Purchases Police Department supplies.
3. Prepares inventory reports to the Chief of Police.
4. Organizes Police Department Office areas.
5. Performs light cleaning and maintenance of office areas.
6. Drives police vehicles to vehicle maintenance locations.
7. Drives Town vehicles to perform various errands as directed by the Chief of Police.
8. Performs other administrative support functions as assigned by the Chief of Police.

Police Department Website and Email Administrator:

1. Maintains and updates the Police Department website and email accounts.
2. Maintains and updates the Police Department social media accounts.
3. Uploads Police Department statistics to the Police Department website.

Property Clerk:

1. Receives property from Officers for entry into the database system.
2. Organizes and catalogs property items using the database system.
3. Prepares property items for court.
4. Organizes and maintains the property room.
5. Performs limited cleaning duties of the property areas.
6. Performs other property duties as assigned by the Chief of Police.

Records Clerk:

1. Maintains the Police Department database system.
2. Enters all preliminary information into the police records database for the purpose initiating case reports and contacts.
3. Prepares database reports for the Montana Board of Crime Control.
4. Prepares statistical reports for the Chief of Police and Town Council.
5. Audits the police records on an annual basis.
6. Files and maintains paper copies of criminal reports.
7. Files and maintains paper copies of administrative documents and correspondence.
8. Prepares and delivers criminal reports to the City Attorney and County Attorney.
9. Prepares and disseminates records information upon the request of public or private individuals or organizations.
10. Corresponds with a variety of legal and professional organizations.
11. Performs other records related duties as assigned by the Chief of Police.

Required Knowledge, Skills, Abilities

- (A) Have the ability to communicate effectively and courteously with the general public and staff.
- (B) Have the ability to listen to others for understanding their needs and situation.
- (C) Must strive to promote a cooperative atmosphere in the department and work closely with other staff members.
- (D) Ability to speak and write English effectively.
- (E) Ability to produce quality, accurate work and utilize work time properly and productively.
- (F) Must be able to assess problems and situations, anticipate needs and evaluate alternatives.
- (G) Must maintain confidentiality on department related items.

Minimum Qualifications

- (A) High School graduate or its equivalent.
- (B) One year related experience performing responsible clerical duties.
- (C) One year training and/or experience in the operation of a computer using word processing software and database applications.
- (D) Must be a proficient typist.
- (E) Must satisfactorily pass a comprehensive background investigation.
- (F) Must possess a valid driver’s license with acceptable driving record at the time of hire or have the ability to obtain a valid Montana driver’s license within six months of hire.

Preferred Training and Experience

- (A) Degree from an accredited college or university.
- (B) Experience using transcription equipment.
- (C) Computer experience including working knowledge of MS Office 2010 (including Excel, Word, PowerPoint).

Work Environment

- (A) This position interacts with the public; must deal with the public both courteously and firmly.
- (B) Position works in an office environment, with exposure to computer screens and working closely with others.
- (C) The Town of Stevensville is a smoke-free environment.

Essential Physical Requirement

- (A) While performing duties of this job, the employee is required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.
- (B) Hand eye coordination is necessary to operate various pieces of office equipment.
- (C) Perform repetitive movements with hands and wrists on a keyboard, and manages documents stored in standard file cabinet.
- (D) Must be able to speak and hear.
- (E) Specific vision abilities required by this job include close vision and the ability to adjust focus.
- (F) May include some moderate lifting (10-50 pounds).

Employee: _____

Date: _____

Supervisor: _____

Date: _____

TOWN OF STEVENSVILLE PARKS AND RECREATION POSITION DESCRIPTION

Position Title: Director of Parks & Recreation

Department: Parks and Recreation

Date:

GENERAL PURPOSE

The work performed by this position involves the leadership, coordination and oversight of the Stevensville Parks and Recreation Department. The position is responsible to plan, direct, manage, and oversee the programs, activities and operations of the Department including Recreation and Aquatics to coordinate assigned activities with other Town departments and outside agencies; and to provide highly responsible and complex support to the Mayor.

SUPERVISION RECEIVED

Works under the general direction of the Mayor.

SUPERVISION EXERCISED

Supervises Recreation & Aquatics Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assume management responsibility for all services and activities of the Parks and Recreation Department.

Participate in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.

Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement; review with Mayor where appropriate.

Facilitate use of all Town athletic resources to community sports organizations; supervise operations of all Town athletic facilities.

Provide staff support to the Town's Park Board.

Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the management.

Interfaces with patrons regarding concerns, problems, or any other significant issues.

Adopted by Council:

Revised:

Supervise, promote, implement, and evaluate various recreational programs for children and adults including afterschool programming, summer camp programs, and specialized one-day sports events and programs.

Develop, prepare, and administer Department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures.

Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.

Oversee Recreation Department Customer Relations Program.

Work closely with the school district regarding joint-use and capital improvements of facilities.

Maintain close contact with school officials and community groups regarding program offerings and coordination of services.

Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.

Review and approve manuals, reports, flyers, press releases, etc., produced by subordinate staff.

Prepare and maintain records and evaluation reports on new and on-going program offerings.

Recruit, select, train, motivate, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Provides input and feedback while responding to problems.

Ensures that aquatic programs are occurring as desired.

Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Five years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services, including three years of management and supervisory experience. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required.

Adopted by Council:

Revised:

P&R Director Job Description 2

Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. A Master's degree is preferred. A combination of education, skills and experience may substitute the requirements of this section.

Necessary Knowledge, Skills and Abilities:

- (A) Modern principles of park planning and design.
- (B) Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- (C) Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- (D) Principles of human resource management, supervision, training, and performance evaluation.
- (E) Recreational, social, and cultural needs of the community.
- (F) Principles of facility supervision, facilitation, and maintenance.
- (G) Good computer skills.

SPECIAL REQUIREMENTS

- (A) Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is preferred.
- (B) CPR and First Aid certificates.
- (C) Possession of a valid Montana Driver's License and an acceptable driving record.
- (D) Ability to pass a comprehensive background check.

PHYSICAL DEMANDS

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

Ability to work in a standard office environment using computer equipment, with ability to travel to different sites and locations and lift 50 pounds. May at times be exposed to outdoor environment including hot and cold temperatures and noise.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee occasionally is exposed to wet and dry conditions.

Adopted by Council:

Revised:

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the facility.

The employee may be exposed to stressful situations as a result of human behavior.

Employee: _____

Date: _____

Supervisor: _____

Date: _____