TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Assistant 1

Department: Public Works

Date: 04/25/2024

**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.

Maintains supplies and equipment inventory and orders through the Public Works Supervisor.

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

Daily monitoring of CL2 and pH levels for both pool and splashpad.

Lead and or assist in all water and sewer repairs and maintenance, which requires knowledge of the proper fittings used in such repairs.

Interface with vendors and the local health department for pool and splashpad inspections.

Maintain pool and splashpad pumps, filters, and chlorination to ensure a safe environment for all users.

Respond to water and sewer emergencies.

Inspect all new sewer tie ins.

Locate water mains for new water services. Tap water mains and install corp and curb stops for new water services.

Water meter replacements.

New water meter activation and installs.

Perform monthly meter reading.

Deliver water shutoff notifications.

Turn water services off for no payment.

Turn off water services for repairs.

Water hydrant yearly flush and pressure test.

Repair broken water hydrants.

Preparing pool and splashpad for the season and end of season winterization.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

A high school diploma or equivalency and relevant experience.

Any combination of equivalent education and experience may be considered.

Must have a satisfactory driving record.

Montana Class B CDL license is required.

Certified Pool Operator experience is preferred.

Water and Wastewater Distribution Certifications within 2 years.

**Knowledge:**

This position is required to possess knowledge of wastewater/water treatment, operate 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.

Any other duties as assigned.

**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: \_\_\_\_\_\_\_\_\_