TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Assistant 2

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.

General maintenance within the parks, cemeteries, public works facilities and public works vehicles.

Snow removal.

Ability to maintain and inspect sewer lines and manholes on a regular basis.

Cemetery responsibilities to include groundwork, proper measurements and locates.

Playground inspections, park irrigation and maintenance.

Pothole repair along with general street maintenance.

Ensuring storm drains are maintained and in proper working condition.

Placement and replacement of street signs.

Wastewater plant general maintenance as required.

Assist in special events located within the town and the parks.

Assist with the meter reading process.

**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.

Hold a Class B Montana Commercial Driver’s License. (the timing of the CDL class will be up to the discretion of the Public Works Supervisor), within 6 months of hire.

**Knowledge:**

This position is required to 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.

Collect water samples for DEQ testing, (under direct supervision).

And 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: \_\_\_\_\_\_\_\_\_