

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: General Labor/Operator

Department: Public Works

Date: 10/01/2020

GENERAL PURPOSE

Provides parks, tree, weed, cemetery, streets and swimming pool maintenance services, may assist in the operation and maintenance of the 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, assist with 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

Adopted by Council:

Revised:

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

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A high school diploma or equivalency is required and two years of relevant experience. Any combination of equivalent education and experience may be considered.

Incumbent must have a satisfactory driving history record and possess or be able to obtain within 60 days of employment, a Class B Montana Commercial Driver License (CDL).

Necessary Knowledge, Skills and Abilities:

Knowledge:

This position is required to possess knowledge of 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: _____