

City: Three Forks, MT

Date: October 2021

Department: Public Works

Position: General Laborer / Public Works Apprentice Operator

Classification: Non-Exempt, Full-Time

Accountable to: Mayors

Summary of work:

Under general direction of the Mayor and Public Works Operators this position performs work within the Water and Wastewater departments to ensure that fresh water and wastewater meets State and Federal standards. This position also accomplishes the maintenance, repair and construction of streets and alleys, park maintenance, and trash cleanup in parks, along Main Street, and the Trail System.

Job Characteristics:

This position is multi-faceted covering Water, Wastewater, Streets and Parks. It is involved in the complex operation of coordinating between fellow operators, maintaining all operations and equipment within the Water & Wastewater Departments. Error in this position could have serious health and fiscal consequences. Trash removal in the Parks and along the Trails and Main Street are weekly duties that occur throughout the year

Works in the public's eye, hears information, suggestions and complaints requiring tact when dealing with the public. Addresses legitimate complaints and works to correct any issues. Daily contact and coordination of duties with other city employees to ensure needed tasks are completed in a timely manner.

This position may involve "handyman" type fixes in all City buildings or coordinating with other employees to get adequate repairs complete. Park maintenance, including mowing, weed eating, tree trimming, operating the irrigation system may also be a part of the job which typically occurs in the spring/summer season.

Essential Functions & Duties:

Water/Wastewater –

Perform all duties in conformance of appropriate safety and security standards. Performs routine inspections and preventive maintenance of water and wastewater treatment facilities; replacing service connections, repairing water leaks, repair water curb stops, water testing, flushing hydrants and maintaining City facilities. Responsible for departmental property, equipment and machinery including: water wells, water reservoir, sewer lift station equipment, piping, generators, vehicles, reading water meters; ensures that equipment and machinery is properly maintained to prevent downtime.

Monitors the status of all operational departmental equipment on a daily basis which include meter and radio repairs or new installations; inspects other equipment as frequently as required to ensure proper operating condition or inspects for damage; knows how to operate and maintain water and sewer equipment and systems including, but not limited to: valves; pumps; telemetry, Supervisory Control and Data Acquisition (SCADA) system, piping and drains; performs emergency repairs to departmental equipment. After water / wastewater certification is achieved: responsible for collecting water and sewer samples and testing of such samples as per required by the State and Federal regulation entities, submitting testing results to proper State and Federal departments as required by law in the format required by the agency.

Streets & Alleys –

Implementation of street construction, maintenance, and repair. May be required to purchase material(s) needed for operation as defined in the approved budget and the construction and repair of streets and alleys including fixing “potholes” and cracks of paved streets, as well as gravel roads.

Helps keep accurate and current records (including as-built drawings) of all work done. Operates and maintains a wide variety of street department vehicles and equipment including sweeper, water, vacuum, sand truck and snow removal equipment, once CDL achieved and training complete. Performs routine maintenance on all city vehicles.

Snow removal and street sweeping /cleaning programs, including the Trail System will be performed. This includes vacuuming out street drains, which may get clogged from environmental debris or iced due to inclement weather.

Parks –

Responsible for City lawn mowers, weed eater, and other Parks’ related equipment and tools. May be required to do minor maintenance and service work on lawn care equipment, irrigation systems (including weatherizing irrigation systems). Responsible for trash removal in all City Parks, along the Trail and Main Street. Responsible for trimming trees as needed to ensure safe pedestrian clearance and vehicular travel around parks.

Other Duties:

- This position will require consulting with Operators and City Engineer when needed.
- This position may require providing recommendations to the Mayor and City Council regarding applications/plans or equipment needs.
- This position requires approximately 144 hours per year of theoretical instructions (course work) until Certified.
- This position is also responsible for maintaining the irrigation system at the Fairgrounds.
- This position is cross-trained in the essential functions of Waste, Wastewater, Streets and Parks departments. This position is required to rotate weekend on-call duties to support the Water/Wastewater system, and for emergency incidents of main breaks, once Operators determines competency.
- Complete required labor involved in construction and maintenance projects as part of a crew, including labor in City parks, on streets projects, and water and sewer labor.
- Completes work in a timely manner.
- May operate a variety of power construction and maintenance equipment used in water, sewer, parks and street departments.
- All other duties as assigned by the Mayor or Operator.

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 drive, operate machinery, sit, stand, talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Personal protective equipment is provided and must be worn/used while performing a variety of tasks such as work in the Blower room, or using a jackhammer, saw, jack compactor, compressor, vacuum trailer and sewer jet, or while operating heavy equipment or even the mowers. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch, crawl and move around between vehicles/machinery.

The employee must frequently lift and/or move up to 50 pounds occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Education & Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to having graduated from high school, or its equivalent, with construction, maintenance, and repair of public facilities or similar activities including the operating of medium and heavy equipment and specialized mobile equipment. Experience such as excavation and/or plumbing is helpful. Knowledge of computerized control system programs is preferred. Basic knowledge of general office equipment is preferred. Becoming a State of Montana Certified Water/Wastewater Operator Class 3A, 4B and 3C is required within 3 years, or within 1 year of finishing the apprenticeship program. Annual continued water and wastewater education is required to maintain this certification after attained. Annual safety training is required including trench safety, confined space, first aid and others. Must have a valid driver's license and must acquire a Montana Commercial Driver's License (CDL), Class B type 2 CDL with tanker endorsement within one year. Must have the ability to perform heavy manual tasks for extended periods of time; work safely; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other departments, and the public; understand and carry out written and oral instructions.

Job Performance Standards:

Evaluation of this position will be based primarily upon satisfactory performance of the preceding job description requirements and duties. 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 logical assignment to the position.

Once Montana Rural Water has the State Water / Wastewater Apprenticeship program developed, "on-the-job" training will be recognized toward this program and evaluated by MRW. Incremental wage increases will be granted as skills are gained and course work completed.

I acknowledge the above duties and accept this position.

Name

Date

Supervisor/Mayor

Date