

CITY OF HAMILTON

POSITION DESCRIPTION

POSITION: MAINTENANCE LABORER / SEASONAL
CLASS TITLE: CLASS 4, ENTRY LEVEL 1, GRADE D
DEPARTMENT: PUBLIC WORKS
ACCOUNTABLE TO: DIRECTOR OF PUBLIC WORKS

SUMMARY OF WORK:

This position is an entry level or seasonal maintenance laborer position that performs a variety of unskilled and semi-skilled manual labor tasks in the construction and maintenance of streets, water system, sewer system and facilities. Work varies somewhat, subject to close supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position requires the ability to: communicate orally and in writing, maintain assigned or required personal records of daily work activities.

Perform manual labor in the maintenance, repair, and minor construction of streets, alleys, street signs, water distribution and sewer collection systems including but not limited to painting, mowing, weed control, water main leak repairs, fire hydrant maintenance and installation, water system valve maintenance, water meter reading, sewer main maintenance and cleaning, water wells, general sewer treatment plant maintenance, manhole cleaning, storm drain catch basin cleaning and public works department building maintenance, and related facilities:

Operate various types of light equipment, including but not limited to lawn mowers, pickup trucks, hand tools, power hand tools and air tools.

With proper training, certifications and endorsements operate dump trucks, backhoe, front end loader, water truck, drum roller, or jet truck in support of street, water, or sewer projects.

Checks oil, tires, lubricant, water, and fuel of assigned equipment, fills out daily vehicle and equipment check forms, services trucks and equipment as assigned:

Maintain grounds at wastewater treatment plant, sewer lift stations, street department shop and yard, water well houses, water storage tank, water system booster station and Public Works Department Office.

Contact with others is incidental to performance of duties and requires only common courtesy and relaying information.

SPECIAL REQUIREMENTS: Ability to obtain Montana Commercial Driver's License (CDL) with proper endorsements within 1-year of hire. City will provide on the job training and a vehicle to take test in.

TOOLS AND EQUIPMENT USED: Light and heavy equipment, pickup truck, hand tools, power and air tools, chain saw, and other equipment assigned to Public Works Department.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma with experience in plumbing, construction and/or maintenance.
- Must possess a valid state of Montana driver's license, and have the ability to obtain a Montana CDL, with appropriate endorsements within 1-year of hire.
- Experience with Heavy Equipment, Trucks, Welding, Mechanic or other related experience is preferred but not required.

PHYSICAL DEMANDS: Work is primarily that of a laborer and duties may involve physical work requiring walking, bending, stooping, crawling, climbing, and lifting weights of 100#'s (greater with assistance): work may be performed in undesirable physical conditions of pollution, confined spaces, dust, noise, heat, varying weather conditions, cold, and dampness: may be exposed to traffic, utility lines, moving machinery parts, hot oils, toxic chemicals, sewer gases and hazardous wastewater: Requires adherence to Federal, State and City safety standards and policies and proper use of safety equipment.

Class 4 Level II Promotion requirements:

- Minimum 1 year at Class 4 Entry Level 1.
- Montana CDL with appropriate endorsements
- Promotion based on availability of Class 4 Level II Position job opening determined by City Management.
- Demonstrates proficiency at all requirements of current job description and ability to perform all functions and requirements with little or no supervision.
- Receives satisfactory annual employee performance appraisal ranking of minimum "Meets Department expectations" and receives recommendation for Class 4 Level II promotion from the Director of Public Works.