



City of Livingston, Montana Maintenance 1 / Maintenance 2 – Public Works – Full-time Year-round

Job Description:

The City of Livingston Public Works division is seeking several highly motivated individuals to perform the role of Maintenance 1 or Maintenance 2 in the Streets and Water and Sewer departments. These are full-time roles and works under the direction of the Superintendent and Lead and performs tasks associated with the daily operation of the City infrastructures. This role is a vital position performing repair and maintenance work in our City infrastructure. Role requires work in any outdoor weather conditions and includes work in confined spaces and trenches.

Work Location: In person. Office location is 330 Bennett St, Livingston, MT and work is performed around the City of Livingston job sites as needed.

Job Type: Full-time, year-round.

Rate of Pay: The compensation for this position is Maintenance 1 \$21.34 and Maintenance 2 \$24.406 per hour base pay plus any applicable certification pay

Schedule:

Regular schedule and hours are Monday – Friday, 7:00 a.m. to 4:00 p.m. including holidays and may include evenings and/or weekends depending on project demands and urgency. (Street Department summer schedule May to September is four 10-hour shifts, Monday-Thursday.)

Benefits Include:

Montana Public Employee Retirement Plan (PERS)
Vacation Accrual, Sick Accrual, and Paid Parental Leave
Holiday Pay
Medical, dental, vision, and life insurance with a generous monthly employer stipend
Health Savings Account and/or Flexible Spending Accounts
Employee Assistance Plan

Essential Functions include, but are not limited to the following:

- Performs a variety of entry-level to semi-skilled work for various Public Works divisions including: Cemetery, Parks, Streets, Solid Waste, Water and Sewer.
- Tasks including technical and non-technical, manual labor tasks involved the installation, replacement, repair, and general maintenance of City infrastructures with supervision.
- Ability to operator or learn to operate equipment including but not limited to: street sweeper, skid steer, mini excavator, backhoe, dump truck, and snow plows
- Ability to operate lawn mowers, weed eaters, chain saws, and chop saws
- Ability to learn and become familiar with the operation of sewer and water collection and distribution systems including a familiarity with sewer vacuum, sewer jets, meters, pumps, valves, and hydrants.
- Learn to complete basic maintenance on designated equipment
- Safely handle materials and chemicals needed to perform job
- Must be able to work in confined spaces and work in trenches.

- Competently checks, repairs, and maintains all equipment and tools as directed
- Ability to learn and become skilled in:
 - operating and maintaining sewer collection and water distribution systems
 - street and sidewalk maintenance
 - maintaining public land and parks
 - solid waste transfer station collection activities
 - digging, tree trimming, mowing, and compost collection
- Work locations may include other Public Works divisions such as cemetery, parks, streets, and/or solid waste.
- Performs other duties as assigned, requested, and/or required including supporting other Public Works departments as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn and demonstrate safe and efficient operations in all activities and tasks.
- Experience providing excellent customer service and striving to continually improve City services.
- Possess good written and verbal communication skills and ability to promote team environment.
- Ability to regularly attend work, arrive punctually for designated work schedule, work non-standard hours as needed, and respond effectively in emergency situations.
- The nature of work requires that the employee establish and maintain effective working relationships with city supervisors, employees, outside contractors, and the general public
- Deals tactfully and courteously with the general public
- Ability to use safe working procedures to ensure the public's safety.

Education & Experience Requirements:

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

- This is an entry level role with a focus on accumulating skills and abilities in operations, maintenance, and construction of City infrastructure
- High School Diploma or GED Equivalent, preferred
- Entry level to two-years' experience in maintenance preferred
- Any combination of education and experience equivalent to high school diploma, supplemented by similar, prior work experience, construction maintenance, and/or similar fields.
- Must possess a valid U.S. driver's license with an approved driving history.
- Class B CDL license issued by the State of Montana and DOT certification (physical and drug screening) or the ability to obtain within six months.

Physical Requirements: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Heavy physical, manual labor
- Requires the frequent lifting exertion of up to 25-pounds and occasionally 50-pounds. Could include occasional lifting, pushing, pulling greater than 50-pounds with mechanical or human assistance.
- Work requires climbing, balancing, stooping, reaching, walking, grasping, pushing, pulling, throwing, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions:

This work has exposure to outside environmental conditions. These conditions may include outside temperatures, bright or dim light and sunlight, wet and/or humid conditions, dust, pollen, smoke, and other outdoor air situations. This work also includes confined space work. This position includes hazards such as working with moving parts of machinery, hazardous materials, lifting, working in dust, fumes, and traffic.

To apply, please send resume via email to Cari Rubin, Human Resources Director HR@LivingstonMontana.org