

JOB ANNOUNCEMENT

TOWN OF WEST YELLOWSTONE

Position: **Equipment Operator**

The Town of West Yellowstone is seeking applicants for a regular, full-time Equipment Operator. Under general supervision, performs routine and emergency maintenance of parks, public facilities and public works systems, including right of ways, streets, sidewalks, water and wastewater systems.

Wage: \$16.89/hr (DOE) plus \$1.00/hr after successful completion of 6 month probation, plus benefit package (Vacation, Sick Leave, paid holidays, 75% contribution for family health/dental/vision coverage, and participation in the Montana Public Employees Retirement System-PERS.)

For application form, detailed position description and qualifications contact West Yellowstone Town Offices or Job & Social Services Office, 440 Yellowstone Ave/PO Box 1570, West Yellowstone MT 59758/406-646-7311. For more information about the position, please contact James Patterson, Public Services Superintendent, at 640-9074. Application materials are also available online at www.townofwestyellowstone.com. This position is open until filled with priority consideration given to applications received by October 21, 2016. Applications that are incomplete or unsigned as of the closing date will not be considered in the selection process. Women, minorities and individuals with disabilities are encouraged to apply. Town is an EEO/ADA employer. The Town Council has enacted a Drug and Alcohol Free Workplace Policy. This policy includes pre-employment, random and for cause drug and alcohol testing. A copy of this policy is available for review at the Town Office.

All applicants are encouraged to read the full position description for other responsibilities and essential functions. This a regular, full-time position. Selected applicants successfully completing a six-month probationary period and are eligible for additional \$1.00/hour. Positions are contingent upon annual budgetary consideration by the Town Council.

Application procedure

Please provide the following:

1. A cover letter addressing qualifications for the position.
2. A completed and signed Town of West Yellowstone application (www.townofwestyellowstone.com).
3. A current resume.

Submit to:

Town of West Yellowstone
440 Yellowstone Avenue
PO Box 1570
West Yellowstone MT 59758

TOWN OF WEST YELLOWSTONE
June 2016

POSITION: Equipment Operator

DEPARTMENT: Public Services

ACCOUNTABLE TO: Public Services Superintendent

STATUS: Full-Time, Union

PRIMARY OBJECTIVE OF POSITION:

Under general supervision, performs routine and emergency maintenance of parks, public facilities and public works systems, including right of ways, streets, sidewalks, water and wastewater systems.

JOB CHARACTERISTICS:

Nature of Work: Position performs routine and emergency maintenance on facilities and equipment; operates equipment, uses power and hand tools; assists in the operation of water and wastewater treatment facilities.

Personal Contacts: Regular contact with employees; occasional contact with citizens.

Supervision Received: Public Services Superintendent/Deputy Public Services Superintendent.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of job characteristic is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Position requires ability to operate and maintain equipment; visually inspect equipment and facilities; communicate orally and in writing; calculate; read and understand laws, regulations, and contracts; occasionally lift or move objects weighing up to 75 pounds; and walk on uneven ground. May occasionally work with and around hazardous chemicals and in extreme weather conditions where conditions of work are not modifiable or controllable.

TYPICAL DUTIES AND RESPONSIBILITIES:

Performs maintenance and construction activities associated with parks, public building, streets, alleys, interior parks, sanitary sewer and water systems; reads and interprets water and wastewater blueprints and “as-builts” for Town and private systems; performs utility locates; performs routine equipment maintenance; maintains equipment maintenance logs; performs street sweeping/cleaning; removes snow and sands streets as necessary; installs traffic control devices and street signs; performs manual labor and construction; operates heavy equipment; inventories shop

supplies; may assist in maintaining vehicles and performing preventative maintenance duties; Implements public service department projects, including projects in public facilities, parks, roads, parkways, sidewalks, water and wastewater systems; assists in abating nuisances and violations in rights of way, interior parks and other public areas;

Provides assistance in operating and maintaining water and waste-water treatment facilities; performs routine inspections and maintenance of waste water collection and treatment system; collects water and wastewater samples for testing; maintains wastewater treatment and collection records; provides assistance in maintaining water facility and distribution system; monitors water tanks; maintains water system records; performs other duties as assigned

EDUCATION AND EXPERIENCE:

The knowledge, skills and abilities for this position are typically attained through graduation from high school and three years of equipment operation, building, maintenance experience or graduation from a recognized apprentice program or vocational/technical program and one year of equipment operation, building, maintenance experience or equivalent. Experience in carpentry, welding, electricity, and operating and maintaining water pumps is preferred. Position requires a commercial license (B-2 CDL) with current DOT physical (must be obtained within six months of initial appointment); water and waste water system certification will be required. This position is subject to random drug and alcohol testing as required by U.S. Department of Transportation regulations. May be required be a Water and Wastewater Operator in training within 12 months of initial hire; may be required to achieve the Montana State Certification for the Water and Wastewater Operator within 24 months of initial hire.

JOB PERFORMANCE STANDARDS:

Examples of job performance standards include, but are not limited to, the following:

- Knowledge of town, county, and state parks, facilities and public services programs, policies and procedures;
- Knowledge of safe operation and maintenance of equipment and vehicles;
- Knowledge of routine maintenance procedures;
- Knowledge of safety considerations and OSHA standards and guidelines for heavy equipment operations;
- Ability to apply and maintain current knowledge of equipment operation practices and regulations;
- Ability to perform routine maintenance procedures;
- Ability to prepare and submit reports according to prescribed standards;
- Skill in communicating, in person and in writing;
- Skill in understanding laws, regulations, policies, procedures, and guidelines;
- Skill in establishing and maintaining effective relationships with town employees, visitors and citizens.

Equipment Operator, Full Time, Union. (\$16.89/hr (DOE) plus \$1.00/hr after successful completion of 6 month probation, full benefits). Expand your skills in the challenging but rewarding work environment in the Town of West Yellowstone. This position performs routine and emergency maintenance of public equipment and property including right of ways, streets, sidewalks, water and wastewater systems, parks, public facilities and public works systems. Knowledge and experience operating road graders and loaders is preferred. CDL is preferred. Any questions pertaining to the position, should be directed to James Patterson, Director of Public Services, at 406-640-9074. Obtain and submit an application through the Town Offices at 440 Yellowstone Ave/PO Box 1570, West Yellowstone MT 59758. Position is open until filled, but preference will be given to applications received by October 21, 2016. Please review full job description, benefit package and application materials online at www.townofwestyellowstone.com. Applications that are incomplete or unsigned will not be considered in the selection process. Women, minorities and individuals with disabilities are encouraged to apply. The Town is an EEO/ADA employer. The Town Council has enacted a Drug and Alcohol Free Workplace Policy. This policy includes pre-employment, random and for cause drug and alcohol testing. A copy of this policy is available for review at the Town Office.