

Job Announcement



Town of West Yellowstone, Montana

Position Title

Public Services Superintendent

The Town of West Yellowstone, a dynamic community of 1,300 people with a seasonal population of upwards of 12,000, is seeking a progressive community-oriented Public Services Superintendent.

General Duties

Direct and supervise the operations, activities, and personnel of the Public Services Department; perform directly related work as required.

Wage and Benefits

The starting salary range is between \$70,000 and \$90,000 per year with excellent benefit package including vacation leave, sick leave, paid holidays, family health/dental/vision coverage (75% paid for employee and family), \$50,000 life insurance policy, and participation in the Montana Public Employees Retirement System.

Additional Information

- For application form or detailed position description, please contact the Town of West Yellowstone Town Office- 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT. 59758, call 406-460-7795, or visit <http://www.townofwestyellowstone.com>
- This position is open until filled, and priority will be given to applications received prior to 5:00 pm on October 16, 2020.
- Applications that are incomplete or unsigned as of the closing of the vacancy will not be considered in the selection process
- The Town of West Yellowstone is an EEO/ADA employer. Women, minorities, and persons with disabilities are encouraged to apply.
- The Town of West Yellowstone has enacted a Drug and Alcohol-Free Workplace testing policy. This policy includes pre-employment, random, and for-cause drug and alcohol testing. A copy of this policy is available for review.

- Applicants are encouraged to read the full position description for other responsibilities and essential functions. This a regular, full-time position. 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, available at:
(www.townofwestyellowstone.com).
3. A current resume
4. Other documents to support your candidacy

Submit to:

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

Or by email to: dsabolsky@townofwestyellowstone.com



Town of West Yellowstone, Montana

Position Title	Public Services Superintendent
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General Statement of Duties

Direct and supervise the operations, activities, and personnel of the Public Services Department; perform directly related work as required.

Distinguishing Features of the Position

The principal function is to provide leadership and direct the overall operations of the Public Services Department that includes, but is not limited to, maintaining Town buildings and facilities, repairing, sweeping and plowing streets and alleys, and the collection of recycling and solid waste. The work is performed under the direction of the Town Manager, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all Department personnel. The nature of the work requires the employee to establish and maintain effective working relationships with the Town Manager, Town Council, other Town employees, advisory board members, business and community groups, outside contractors, county, state, and federal officials, and members of the general public. The principal duties are performed in a general office environment, with some exposure to outdoor weather conditions and hazards.

Examples of Essential Work (Illustrative Only)

- Plan, organize, direct, and evaluate the work of Department personnel in implementing the goals, policies, regulations, and directives of the Public Services Department;
- Promote the safe working practices of the Public Services Department personnel and the safe use of Town-owned vehicles, equipment, and property;
- Develop and administer policies and procedures designed to increase the efficiency and effectiveness of the Department operations;
- Maintain contact with the general public, including responding to complaints or questions regarding

various aspects of Public Services. Respond to requests for information in a timely and courteous manner;

- Communicate with all personnel in efforts to motivate, promote leadership, and encourage teamwork in accomplishing Department objectives;
- Coordinate, direct, and approve engineering and construction activities, ensuring projects are designed, implemented, and maintained in coordination with other projects;
- Develop and administer the Department budget in conjunction with the Town Manager;
- Outlines priorities, schedules assignments, and coordinates projects;
- Schedule construction, repair, and maintenance work;
- Serve as an “in-house” consultant on matters involving the Department and Town-related services, including preparing presentations to the Town Council and others as necessary;
- Complete and maintain records and files of required reports, correspondence, and documents;
- Establish organizational units within the Department and designate personnel to operate and supervise each unit or activity;
- Conduct site inspections and oversee all maintenance, repair, and construction project activities;
- Attend meetings, workshops, conferences, and training courses to remain current on the principles, practices, and new developments in the construction, utilities, and public service industries;
- Communicate regularly with the Town Manager, other Department Heads, and the Town Council to maximize the efficiency and effectiveness of Department operations and activities;
- Follow all policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; act in a manner that is safe and follow the Town's safety procedures at all times;
- Perform all other duties as assigned by the Town Manager.

Required Knowledge, Skills, and Abilities

- Knowledge of the advanced principles and practices related to Public Services administration, including planning, design, construction, and maintenance;
- Knowledge of the best safety practices and techniques related to the construction and public service industries, knowledge of safety-related laws and OSHA regulations;
- Knowledge of budgeting principles, economics, and finance as related to the administration of Public Services;
- Knowledge of all relevant federal, state, and local laws, codes, and ordinances;
- Knowledge of modern engineering and land surveying principles;
- Knowledge of building and zoning laws;
- Ability to direct, supervise, train, evaluate, and lead the work of others;
- Effectively resolve employee conflicts in a fair and diplomatic manner;
- Accurately interpret and enforce codes, ordinances, laws, and regulations;
- Present and promote Department projects to the general public and news media;
- Work effectively with a variety of individuals and communicate- both orally and in writing- using both technical and non-technical language;
- Ability to perform a wide variety of responsibilities with accuracy and speed under time-sensitive deadlines;

- Ability to read blueprints, site plans, and other architectural or engineering drawings;
- Prepare and present accurate reports containing findings and recommendations, including anticipating any potential future problems and possible solutions;
- Operate a personal computer using standard or customized software applications appropriate to specific tasks;
- Provide training, education, demonstrations, and information concerning how to perform certain work tasks to Department personnel;
- Organize work, maintain organizational structure, and delegate authority;
- Ability to operate heavy equipment including loaders, graders, dump trucks, and other related equipment.

Acceptable Experience and Training

- Bachelor's degree in engineering, business administration, public administration, or a closely related field OR;
- At least five (5) years of increasingly responsible experience in a related maintenance management position, including at least three (3) years in a supervisory capacity, preferably in the public sector;
- OR any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Valid driver's license (Must have a valid Montana driver's license within thirty (30) days of employment);
- Possess or have the ability to obtain the appropriate level commercial driver's license (CDL) within ninety (90) days of employment;
- Possess or have the ability to obtain residential and commercial code certifications;
- May require other appropriate licenses or certifications;
- Willing to attend off-site training programs, courses, and conferences as part of initial training or continuing education which may require occasional overnight travel;
- Flexibility to work nights, weekends, holidays, overtime, and be subject to short-notice "call in" shifts as required;
- Offers for employment are conditional upon satisfactory response to appropriate post conditional offer process;
- Pre-employment and periodic random alcohol & drug screening is required.

Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively;
- Vision or other powers of observation, with or without reasonable accommodation, to enable the employee to efficiently operate Town vehicles, tools, and equipment in the maintenance and repair of Town property;

- Manual dexterity, with or without reasonable accommodation, to enable the employee to efficiently operate Town vehicles, hand and power tools, and other related equipment as required;
- Personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to easily access a variety of sites throughout the Town, climb stairways, ladders, or work on elevated platforms, traverse uneven surfaces, work outdoors in inclement weather, lift and carry heavy (50 pounds) objects.

Acknowledgement

By signing this statement, I, the employee, acknowledge my respective job description has been received and that I have read this document and understand what is expected from me as a Public Services Superintendent for the Town of West Yellowstone, MT.

Signed: _____

Date: _____

Print Name: _____

Position: Public Services Superintendent

Effective Date of Employment: _____

Attest:

Supervisor: _____

Date: _____



EMPLOYMENT APPLICATION

TOWN OF WEST YELLOWSTONE, MT

P.O. BOX 1570
West Yellowstone, MT 59758
info@townofwestyellowstone.com

Notice To Applicants

We welcome you as an applicant for employment. It is the policy of the Town of West Yellowstone to consider applicants for all positions without regard to race, ancestry, color, religion, creed, sex, national origin, age, marital status, political beliefs, veteran/military, genetic information, sexual preference, or the presence of a non-job related medical condition or physical/mental disability or any other legally protected status unless related to a bona fide occupational requirement. A separate application, resume and other supporting documentation must be submitted for each job vacancy as required by the job posting.

POSITION APPLIED FOR: _____

DEPT: _____ DATE: _____

PERSONAL INFORMATION

Last Name: _____ First: _____ Middle: _____

PRESENT ADDRESS: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Email Address: _____

List other names, if any, used on employment or education records: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No If yes, please explain:

Are you 18 years or older? Yes No

Please provide the earliest date that you are available for work?

Have you ever been convicted of a felony? No Yes If yes, describe in full – give dates:

[Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements]

Have you ever worked for or are you currently working for the Town of West Yellowstone?

If yes, please give dates: From: _____ To: _____

Department: _____ Prior position: _____

Reason for leaving: _____

Do you have any relatives working for the Town? Yes No

If yes, please give their name(s): _____

EDUCATION

High School:

Name: _____ Address: _____

Did you graduate? Yes No

Diploma or GED: _____

College:

Name: _____ Address: _____

Course of Study: _____ Last year completed: _____

Did you graduate? _____

List Diploma or Degree: _____

Other (specify):

Name: _____ Address: _____

Course of Study: _____ Last year completed: _____

Did you graduate? _____

List Diploma or Degree: _____

SPECIAL SKILLS

Special Skills Relating to The Position You Are Applying For: (clerical skills, heavy equipment operating skills, etc.):

DRIVER LICENSES

Do you have a valid Driver's License? Yes No State: _____

Number: (optional) _____ Expiration Date: _____

Do you have a Commercial Driver's License? _____ If yes, specify: Type: _____

Class: _____ Tank: _____

Endorsements: Hazardous Material: _____ Passenger: _____

Airbrakes: _____ Other (specify): _____

OTHER LICENSES or CERTIFICATES (CPA, Water Treatment, Boiler Operator, etc.)

Name of Licensing Agency: _____ Address: _____

Type of License: _____ Endorsement/Restriction (if applicable): _____

Date Licensed: _____ Date Expires: _____

Name of Licensing Agency: _____ Address: _____

Type of License: _____ Endorsement/Restriction (if applicable): _____

Date Licensed: _____ Date Expires: _____

Name of Licensing Agency: _____ Address: _____

Type of License: _____ Endorsement/Restriction (if applicable): _____

Date Licensed: _____ Date Expires: _____

EMPLOYMENT HISTORY

Instructions: Begin with your present or most recent job and list your work experience with emphasis on experience that is relevant to the position for which you are applying. Include military service and any volunteer work which has provided experience that would help you qualify. If the space below is not adequate, you may respond to this section on a separate sheet of paper. **This information must be completed even if a resume is submitted.**

NOTICE TO APPLICANTS: Information that you provide on this application is subject to verification. Previous employers may be contacted as references and for verification.

May we contact your current employer? Yes No

CURRENT EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

EMPLOYMENT HISTORY

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

REFERENCES

List three (3) references, excluding relatives, who have knowledge of your ability to perform this job:

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

AUTHORIZATION TO RELEASE INFORMATION

1. As an applicant for a position with the Town of West Yellowstone, I am required to furnish information which this agency may use in determining my qualifications. I hereby expressly authorize release of any and all information which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested. I authorize the use of duplicated copies of this document to serve as the original.
2. I acknowledge that I may have to submit to a drug and alcohol test prior to employment if required by the Town of West Yellowstone Drug-Free Workplace and Pre-Employment Drug Testing Policy. I further acknowledge that a negative drug test result and remaining drug free are conditions of my employment.
3. For the purpose of in-house security, I consent to a background and security investigation prior to employment.
4. I certify that the foregoing answers, and all supplemental documents are correct and that false information may disqualify me from employment with the Town of West Yellowstone, and may result in dismissal if employed. I understand that employment may be contingent upon satisfactory completion of a physical examination showing that I can adequately perform job-related functions. If employed by the Town of West Yellowstone, I will abide by the Town's Policies, Practices, and Procedures.

I have read and agree with the above statements. If applying on-line, I authorize electronic submission of this document to serve as the original.

Signature: _____ **Date:** _____

EMPLOYMENT PREFERENCE ACTS

Name: _____

Position Applied For: _____ Department: _____

If you are claiming preference under the **Veterans' Public Employment Preference Act** or the **Persons with Disabilities Public Employment Preference Act**, complete the following. The appropriate documentation must be attached to claim employee preference. Veteran's Employment preference provides the addition of 5 percentage points or 10 percentage points to the applicant's score when a numerically scored selection procedure is used. Contact your local Job Service for details on veterans' preference. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services (PHHS) for details on obtaining persons with disabilities preference certification.

If you claim Preference, **documentation must be attached**. Please check which attachments you have included:

- DD-214 PHHS Disability Certificate Other

To claim **Veterans' Employment Preference**, you must be a U.S. Citizen and (check ONE of the boxes below):

- A Veteran, if**
1. You have been separated under honorable conditions, **AND** have served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
 2. You are or have been a member of the Montana Army or Air National Guard who has satisfactorily completed a minimum of 6 years' service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

- A Disabled Veteran, if**
1. You have been separated under honorable conditions from military duty, **AND**
 2. You have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

The spouse of a disabled veteran if the veteran's disability prevents him/her from working.

The un-remarried surviving spouse of a veteran or disabled veteran.

- A Mother of a Veteran, if**
1. THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability, **AND**
 2. YOUR SPOUSE is totally and permanently disabled, **OR** YOU are the un-remarried widow of the father of the veteran.

To claim **Montana Persons with Disabilities Employment Preference** you must be (check ONE of the boxes below):

- A person with a disability** certified by PHHS, **OR**
- The **spouse** of a totally (100%) disabled person certified by PHHS **AND have** resided continuously in Montana for at least 1 year immediately before applying for employment

SIGNATURE (typed): _____

DATE SIGNED: _____

APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires the State of Montana to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The Town of West Yellowstone is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will be used only in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual

Position Closing Date: _____

Male

Female

Are you 18 years or older? Yes No

Name: _____

Job Applied For: _____

Department: _____

HOW DID YOU FIRST LEARN OF THIS POSITION?

Newspaper ad or journal ad

Telephone Job Line

Job Service

Career / Job Fair

Female, minority or handicapped referral organization

A friend / employee

Posted in Town Hall

Town of West Yellowstone Website

Other (specify) _____

RACE / ETHNICITY – Please check the **ONE** box that best describes your race/ethnicity:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins regardless of race.
- White (not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

MILITARY STATUS – Please check the **ONE** box that best describes your military status.

- No Military Service
- Inactive Reserve
- Vietnam Veteran
- Active Reserve
- Retired
- Other Veteran
- DISABLED VETERAN

DISABILITY STATUS

- DISABLED PERSONS' EMPLOYMENT PREFERENCE