

CITY OF KALISPELL
JOB DESCRIPTION
AN EQUAL OPPORTUNITY EMPLOYER

Class Title: **Streets Operator**
Department: Public Works
Division: Street Maintenance
Union: AFSCME Union
Salary: \$18.01
Benefits: 100% paid health insurance for employee & reduced rates for dependents. State retirement plan, 3-weeks' vacation, paid sick leave, 10 State and Federal holidays.
FSLA: Non-Exempt
Date: February 9, 2018

A. GENERAL PURPOSE:

Performs a variety of work including street service, maintenance and repair of City owned streets and alleys. Operates a variety of equipment with the construction, service, operation, repair, maintenance, and replacement of City infrastructures including streets, curbs, gutters and traffic signs and signals.

B. SUPERVISION RECEIVED:

Works under the general supervision of Street Division Supervisor.

C. SUPERVISION EXERCISED:

None generally.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Note: It is expected that every employee should be on time, fully prepared, every day that the employee is scheduled to work. We expect every employee to strive for perfect attendance.

• **General Maintenance and Repair (85%)**

- a. Assists with street and alley construction and maintenance activities within the City.
- b. Performs job tasks associated with Street Division maintenance, repair, and operation responsibility including pavement, snow plowing, leaf collection, sidewalks, boulevard, and alleys.
- c. Responds to complaints regarding City services and infrastructure problems; evaluate the situation(s); explain findings to their supervisor.
- c. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.
- d. Drives trucks and equipment of various sizes and weights. Performs loading, hauling, and unloading of various equipment, gravel, sand, leaves, asphalt and solid waste.
- e. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- f. Operates light and medium-sized construction and power equipment, such as mechanized broom, backhoe/loader, grader, roller, sidearm refuse truck, plate compactor, saws, pumps, compressors, truck sanders, generators, plow trucks, common hand and power tools, shovels wrenches, detection devices, mobile radio, and phone.

- g. Performs all duties in conformance to appropriate safety and security standards.
- h. Performs traffic control duties, including, signage, barricading, and flagging.
- i. Performs required labor tasks involved in construction and maintenance projects as part of a crew or individually, including crack sealing, grading, paving, pavement cutting, ditch digging, backfilling, sidewalk maintenance duties and alley maintenance.
- j. Operates a variety of power construction and maintenance equipment used in the street, water, sewer, traffic signs and signals.
- k. Ability to carry and respond to pager.
- l. Responsible for the operation of all equipment to perform tasks associated with a dedicated snow plow route during the winter months.
- m. Performs other duties as assigned.
- **Peripheral Duties (15%):**
 - a. Assists on various crews as assigned including water, sewer, streets, solid waste, wastewater, and traffic signals.
 - b. Maintains individual knowledge and skills to be able to carry out all duties of the position.
 - c. Attends meetings, seminars, training programs, conferences and other related events.

E. MINIMUM QUALIFICATIONS:

- a. Graduation from high school education or GED equivalent, and;
- b. Experience preferred in Street/Road Operations and Maintenance including, but not limited: to operation of large commercial vehicles including dump trucks, backhoes, front-end loaders, asphalt pavers and paving, motor graders, large snow plowing equipment or
- c. Any equivalent combination of education and experience.

F. SPECIAL REQUIREMENTS:

Valid Montana Driver's license and CDL certification Class A w/tanker endorsement, or equivalent license issued by another state, and obtain Montana CDL certification within 3 months of hire date.

G. KNOWLEDGE, SKILLS AND ABILITIES:

- a. Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance and construction repair activities related to streets, roadways, alley and ditches.
- b. Skilled in the safe and efficient operation of the tools and equipment related to the position.
- c. Ability to perform heavy manual tasks for extended periods of time and at times under extreme weather conditions;
- d. Ability to work safely;
- e. Ability to communicate effectively, verbally and in writing;
- f. Ability to establish and maintain effective working relationships with employees, other departments and the public;
- g. Ability to understand and carry out written and oral instructions.
- h. Ability to effectively meet and deal with the public.

H. TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump trucks, pickup trucks, utility trucks, equipment with plows, street sweeper, street roller, backhoes, graders, tamper, plate compactor, vacuum truck, paver, patch king, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and phones.

I. PHYSICAL DEMANDS:

- a. 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.
- b. While performing the duties of this job, the employee is regularly required to operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; talk; hear; sit; stoop; kneel; crouch; and smell.
- c. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

J. WORK ENVIRONMENT:

- a. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee regularly works outside in varying weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles.
- c. The noise level in the work environment is usually loud.
- d. Shift Schedule: Shift schedule will be rotating between varying shifts. Management reserves the right to change the schedule subject to the needs of the City.

K. SELECTION GUIDELINES:

- a. Formal application, rating of education and experience; oral interview, skills test and reference check; other job related tests may be required.
- b. 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 a logical assignment to the position.
- c. Kalispell is an Equal Opportunity Employer. In compliance with the ADA, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
- d. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Posting Date: February 12, 2018

Closing Date: Open until filled with preference given to those who apply by February 26.

NOTICE!

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

A CITY APPLICATION CAN BE OBTAINED FROM:

- THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1ST AVE EAST, KALISPELL, MONTANA, PHONE: (406)758-7757 or 758-7774 OR
- THE KALISPELL JOB SERVICE, 427 1ST AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR
- ONLINE AT THE CITY OF KALISPELL'S WEBSITE AT: WWW.KALISPELL.COM

Approval: _____ Date: _____
Department Head/Supervisor

Approved: _____ Date: _____
Human Resources Director

Approval: _____ Date: _____
City Manager/Hiring Authority

Revised: 8/15/16