



# Town of Culbertson

THE TOWN OF CULBERTSON IS AN EQUAL OPPORTUNITY EMPLOYER & PROVIDER

210 Broadway Ave. • P.O. Box 351  
Culbertson, Montana 59218  
(406) 787-5271

## **MAINTENANCE WORKER**

**Department: Public Works      Probation Period: 6 Months**

### **GENERAL PURPOSE:**

Perform a variety of unskilled, semi-skilled, and skilled, technical and maintenance work; operate a variety of equipment in the construction, operation, repair, maintenance; of water, sewer, streets, storm drainage facilities and systems; of swimming pool, parks, buildings, and equipment.

### **QUALIFICATIONS:**

1. Education and Experience:
  - Graduation from high school education or GED equivalent, and;
  - Basic knowledge and experience relating to construction, maintenance, or repair;
  - Basic computer skills; or;
  - Any equivalent combination of education and experience.
2. Necessary Knowledge, Skills and Abilities:
  - Knowledge of heavy equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
  - Skill in operation of some of the listed tools and equipment.
  - Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.
3. Special Requirements:
  - The duties of this position require that the employee be able to operate a motor vehicle during working hours. Employee must have and retain a valid Montana driver's license, and CDL certification (must obtain within 6 months of employment), and qualify for coverage under the town's motor vehicle liability insurance.
  - In Compliance with MTDOT regulations, employee is required to participate in random drug and alcohol testing.
  - May be required to obtain a Water Class 3A and Sewer Class 3C Certificate.
  - Must be able to obtain a Pesticide Certification to operate Mosquito Fogger
  - Must reside or relocate to within 15 minutes, all weather, driving time from the Culbertson Town Office
  - Must have personal telephone and be available for on call or emergency call out.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Mayor and Public Works Director.

### **SUPERVISION EXERCISED:**

None generally. May serve as a lead worker over lower level operators or maintenance workers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operate, maintain and repair, as necessary, the water/wastewater treatment plant and sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process. Monitor the performance of, maintain, operate, repair and replace, as necessary, controls and equipment, including but not limited to, gauges, pumps, and filters, in the treatment plant and pump stations. Assure that the plant operates within required standards.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeters and other water quality monitoring equipment.

Records statistical data concerning plant operations; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required. Maintain records relating to maintenance activity.

May be required if certified to collect samples and identifies concentrations of chemical, physical or biological characteristics of Water/Wastewater required in accordance with local, state and Federal requirements; gathers and tests Water/Wastewater samples for plant efficiency reports as required. Perform quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Maintain records relating to inspection, repair, cleaning, maintenance and/or replacing, water mains, sewer lines, manholes, water/wastewater treatment plant and lagoon, drainage systems, valves, meters, and other plumbing, often to ensure that all aspects of the system are functioning properly. May be required to cut, fit, lay, tap, flush and/or shut off, fire hydrants, drinking fountains, piping, valves, water mains, or install new services. Maintain records relating to inspection and maintenance of.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Maintains the drawings and schematics of electrical and other systems in the treatment plant. Monitors performance of electrical systems, circuits or equipment of the treatment plant.

Contain and dispose of hazardous wastes generated by the lab.

### PERIPHERAL DUTIES:

May be required to attend job related workshop.

Operate, inspect, clean, repair, and maintain, vehicles or tractors of various sizes and weights, such as, but not limited to, sweeper, snowplow, and lawn tractor; load, unload and haul various equipment and materials such as gravel, sand, water, trash and weeds.

Inspect, clean, repair, and/or maintain, signs, sidewalks, curbs and streets; painting, patching, and pavement crack sealing as needed. May be required to work as part of a crew; cutting pavement and ditch digging.

Determine location of all utilities prior to excavation.

Perform general maintenance of cemetery, town parks, and swimming pool; mow grass, cleaning and/or clearing area of debris, painting, plumbing, general building repairs, minor electrical work, maintain and operate underground sprinklers.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

**PHYSICAL DEMANDS:**

Must be able to perform strenuous physical activity; lifting or carrying up to 100lbs, standing, walking, climbing, balancing, crawling or kneeling, Proper vision and specific vision is required; color, peripheral, depth perception.

**TOOLS AND EQUIPMENT:**

Motorized vehicles and equipment, including but not limited to, pickup truck, dump truck, utility truck, street sweeper, backhoe, tractor, mosquito fogger, snowplow, tamper, plate compactor, pumps, compressors, generators, tar pot, sprayers, picks, shovels, saws, sanders, wrenches, detection devices, mobile radio, phone, computer or tablet, light plants, ditch witch, water pumps, basic plumbing tools and water meters, common hand tools and power tools.

Certain materials and chemicals will also be required for use.

**WORK ENVIROMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing duties of this job, the employee regularly works in outdoor weather conditions. Frequently working near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibrations. Occasionally working in high, precarious places and occasionally being exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is usually loud.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Subject to drug and alcohol testing and background check upon hire with random drug and alcohol testing after employment.

The duties listed above are intended only as illustrations of 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by employer as the needs of employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date:

Revision History: