

TOWN OF SHERIDAN
Position Description
March 2023

Position: Public Works Employee

Department: Public Works

Accountable To: Public Works Director & Mayor

Summary of Work: Position performs a wide variety of unskilled and semi-skilled maintenance and construction work on municipal utilities, streets, facilities, equipment, and all other Town owned property.

Job Characteristics:

Nature of Work This position requires 2 water and 1 sewer certification. Employee is required to get and keep certification up to date and in accordance with Montana DEQ requirements. This job requires both mechanical and physical labor. Position performs duties both indoors and outdoors in all weather conditions. Position requires shared working hours on some weekends, evenings and nights coordinated by the PWD and/or the Mayor.

Personal Contacts: Position comes into contact with the public and other Town employees.

Supervision: Position receives daily, weekly, and monthly instruction from PWD and/or the Mayor.

Essential Functions: This position requires the ability to pass and maintain a DEQ water and sewer certification and all updates required to operate our system. Position requires the ability to perform heavy manual labor for extended periods of time in all weather conditions, operate and repair heavy equipment, climb in and out of manholes, make repairs to water and sewer facilities and

infrastructure, utilize proper safety measures when handling chemicals and maintain a level of physical fitness necessary to perform required duties.

Areas of Job Accountability and Performance:

- Conducts operation, maintenance, repair, or construction of all town facilities.
- Repairs and maintains water and sewer lines.
- Unplugs sewer lines.
- Installs water meters and takes readings.
- Repairs potholes in streets.
- Maintains, flushes, repairs, and replaces fire hydrants as needed.
- Mows and trims grass in parks, along streets and lagoon areas.
- Performs service and repair on Town equipment.
- Keeps record on wells and vehicles
- Sand and plow streets
- Use backhoe and other heavy equipment.
- Serve water shutoff notices and shutoff services as directed by PWD or Mayor.
- Work in shop in winter.
- Repair and replace signs in Town.
- Uses various tools as job requires.
- Maintain current MT driver's license.
- Performs any and all other related duties as required by the Town.
- Weed spraying.
- Lawn irrigation system repair and maintenance.

Job Requirements

Knowledge: This position requires working knowledge of tools and equipment common to manual labor. Material and tools used in servicing all related equipment. Operation and maintenance of water and wastewater facilities.

Skills: This position requires use of motor vehicles, hand and power tools designed for manual labor, heavy equipment including but not limited to backhoe, dump truck, sewer vacuum, sewer jetter, air compressor, chipper, lawn care equipment, sander and snow plow, etc.

Abilities: This position requires the ability to communicate effectively orally and in writing, to follow verbal and written instructions, to establish effective working relationships with fellow employees, supervisors, and the public, to perform heavy manual labor for extended periods of time in all weather conditions, to operate heavy equipment, lift a minimum of 50 pounds and up to 100 pounds repeatedly, to obtain and keep current operator's certification necessary for this position, to climb in and out of manholes, to make repairs to all Town facilities as needed and to utilize proper safety measures when handling all chemicals etc.

Education and Experiences:

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

- High School diploma or GED.
- 2 years of construction, repair or maintenance work operating light and heavy equipment.
- Must possess a valid Montana Drivers License.
- Must possess or acquire within 1-year Water and Wastewater Operators Certificates from the State of Montana DEQ and maintain them to the level required. In the event that a classification should change, you will have 6 months to upgrade your certification.

Job Performance Standards:

- Performs assigned duties.
- Adheres to standards of confidentiality.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.

- Acts in manor that is appropriate at all times when representing the Town at functions, such as training, trade shows, etc.
- Competently conducts operation, maintenance, repair on Town equipment.
- Demonstrates punctuality.
- Maintains, cleans, and repairs buildings, tools, and equipment in a timely fashion.
- Work within budget restraints.
- All purchases must be approved by the PWD and/or Mayor and turned in to be signed off.

Discipline:

Discipline will fall under the Sheridan Policy Manual. Failure to follow Town rules or failure to meet Town training requirements will be subject to disciplinary action, written warning, suspension, or termination.

Date_____

Employee_____

Mayor_____

Public Works Director_____