

Tax Identification No. 81-6001255

Employer: City of Dillon, Montana

Job Title: Temporary Full Time Summer Laborer

Hourly Wage: \$11.50/hr – 40 Hrs/Week

Location: Dillon, Montana

Position Description

Position: Temporary Full Time Summer Laborer

General Purpose

This employee performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of the City street, cemetery, water, sewer, bus, parks, and storm drainage facilities and systems.

Supervision

This employee works under the close supervision of the Director of Operations and under the immediate supervision of either the Street Maintenance leader, the Water and Sewer Leader, the City Bus Coordinator, the Park Maintenance Leader, or Cemetery Sexton depending on which department the position is temporarily assigned.

Supervision Exercised

This employee will supervise part time or temporary staff as assigned.

Essential Duties and Responsibilities

- a) Inspects and/or repairs streets, drainage systems at frequent intervals to insure that all aspects of the systems are functioning properly.
- b) Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.
- c) Responds to complaints regarding streets, street signs or other complaints relative to the safety and welfare of the citizens and as requested by the administration.
- d) Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel, sand, asphalt, and waste.
- e) Performs all duties in conformance to appropriate safety and security standards.
- f) Performs required labor involved in construction and maintenance projects including pavement cutting, ditch digging, main and pipe repair, laying, backfilling, pot hole repair, sign repair and installation, and any other like duties required to accomplish the job.

- g) Maintenance of the City Cemetery including but not limited to mowing the grass, weed eating, and irrigating.
- h) Assisting the Cemetery Sexton with opening and closing graves.
- i) Participates in the recording of burials.
- j) Checks lots and gives grave locations.
- k) Assists in proper maintenance of all cemetery equipment, tools and vehicles and assists in maintaining a maintenance schedule on all cemetery equipment.
- l) Operates a variety of power, construction and maintenance equipment used in the water, sewer and street departments.
- m) Performs welding duties, if properly trained.
- n) Maintains and operates the street sweeper.
- o) Required to be on duty at various times of the year for call out sanding and snow removal responsibilities.
- p) Assists with upkeep of all City parks including but not limited to mowing, weed eating, and irrigation.
- q) Provides passenger bus transportation on a daily basis to all individuals including those of senior age and with disabilities, delivering them to their destinations and returning to pick them up when requested.
- r) Assists individuals with packages up to but not inside their house or apartment and helping the individuals getting on and off the bus when requested.
- s) Maintains an accurate accounting of all passengers riding the bus.
- t) Takes scheduling calls within the set times and schedules the passengers for the bus.
- u) Any other duties as assigned.

Required Education and/or Experience

This employee is required to have the following minimum qualifications:

- a) Graduate of an accredited high school or GED equivalent or successfully complete GED or equivalent within one (1) year probationary period.
- b) Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- c) Skill in the operation of the following listed tools and equipment: Welder, motorized vehicles, street sweeper, tamper, roller, compressors, sanders, generators, common hand and power tools, mobile radios, telephone, backhoe.
- d) CPR certification is necessary.
- e) Valid Montana Driver's license.
- f) Preference will be given to applicants that have been honorably discharged from a military branch of the United States Government. A DD214 could be required for the preference.

Physical Demands

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 essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch, crawl, and smell.

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 on this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is required to work in outside weather conditions. The employee is required to work near moving mechanical parts and is exposed to wet conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

Emergency and other duties

If, in the operation of the City, an emergency situation exists all employees and officers will be required to work at resolving the emergency. In addition there might be projects from time to time that will require all employees' cooperation and assistance to accomplish the project.

Conclusion

The duties listed above are intended only as illustrations of the various types of work they may perform. 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 employee 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.

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

Open Date: April 29th, 2021

Closing Date: May 7th, 2021

Benefits: Pro-rated medical, retirement plan, paid vacation and sick leave

Application Process: Submit cover letter, resume, and City Application to Dillon Job Service. City Application can be found on the Dillon City Website at www.dillonmt.org.

The City of Dillon is an equal opportunity employer.

The City of Dillon has several positions open for Temporary Full Time Summer Laborers

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The hourly wage is \$11.50/hr 40 Hrs/Week

Complete job descriptions and requirements can be found at the City of Dillon website www.dillonmt.org

If interested, submit a cover letter, resume and a City of Dillon application, which can be found on the City of Dillon website, before May 7th, 2021 at 5:00 pm at the City of Dillon offices.

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