

# CITY OF HARDIN VACANCY ANNOUNCEMENT

## Lead Street Worker

**PRIMARY OBJECTIVE OF POSITION:** Under general direction, assists in planning, implementing, and directing a comprehensive streets program that will ensure sound development, maintenance, and service to the public consistent with City Council policy and with Federal and State regulations; assist in directing streets, solid waste collection, parks, Special Events, and related functions. Individual judgment and difficult decision making are required.

**ESSENTIAL JOB FUNCTIONS:** Must possess the ability to analyze, evaluate, prepare, write, and understand budgets and monitor construction and maintenance projects; physical requirements are generally limited to some bending, stooping, walking, and lifting of moderate weights up to 50#s (greater with assistance). May perform work in uncontrollable working conditions of heat, cold, and dampness. Must possess a valid Montana Commercial Driver's License (CDL) with appropriate endorsements. Will be ON Call as scheduled.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:** Assist in planning, directing and coordinating a comprehensive public works program designed and implemented to ensure services are being provided at the highest quality level and assists in establishing and recommending overall goals for operations. Assists in administering and overseeing streets, solid waste collection, and parks.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Any combination of education and experience equivalent to high school graduation, and three years of progressive supervisory experience. Must possess valid Montana Commercial Driver's License (CDL) with appropriate endorsements.

**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 of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**

Entry Level Salary: \$22.23 per hour DOE

**Application Closing Date:** Position Open Until Filled.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This position is a full – time position; 40 hours per week. Union position available.

APPLICATIONS available:

City of Hardin  
406 N Cheyenne  
Hardin MT 59034

(406) 665-9292 or <http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

## **CITY OF HARDIN**

**POSITION:** Lead Street Worker

**ACCOUNTABLE TO:** Public Works Director

**PRIMARY OBJECTIVE OF POSITION:** Under general direction, assists in planning, implementing, and directing a comprehensive streets program that will ensure sound development, maintenance, and service to the public consistent with City Council policy and with Federal and State regulations; assist in directing streets, solid waste collection, parks, Special Events, and related functions. Individual judgment and difficult decision making are required.

**ESSENTIAL JOB FUNCTIONS:** Must possess the ability to analyze, evaluate, prepare, write, and understand budgets and monitor construction and maintenance projects; physical requirements are generally limited to some bending, stooping, walking, and lifting of moderate weights up to 50#s (greater with assistance). May perform work in uncontrollable working conditions of heat, cold, and dampness. Must possess a valid Montana Commercial Driver's License (CDL) with appropriate endorsements. Will be ON Call as scheduled.

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.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:** Assist in planning, directing and coordinating a comprehensive public works program designed and implemented to ensure services are being provided at the highest quality level and assists in establishing and recommending overall goals for operations. Assists in administering and overseeing streets, solid waste collection, and parks.

Provide advice and counsel to the Public Works Director on projects, programs and developments; assists in directing the public works operations to ensure effective use of all personnel, equipment and facilities; may recommend to the Public Works Director priorities for short and long range projects and assists in coordinating the implementation as required; and may assist the Public Works Director in the development and preparation of a comprehensive budget program with supporting data for street activities, solid waste collection, and parks.

May assist the Public Works Director by serving as the liaison and advisor for the city with consulting engineers, government agencies, developers and others. Assists in applying for and coordinating grants received for public works projects; conducts special studies as required; and receives and answers citizens' complaints and inquiries.

May assist the Public Works Director by administering personnel matters of the department including screening for appointment, evaluation of performance, and related matters; performs other related duties as required. May also assist with initiating, planning, developing and implementing records, including time records, and reports.

May be responsible for facilities and equipment of considerable value requiring care; may be responsible to monitor department's budgets and prepare bids for facilities and equipment. Contacts are varied and continual in which ability to perform duties is directly affected through communications and rapport established. Performs work in uncontrolled environments; physical requirements include lifting and the use of proper safety equipment and procedures to prevent injury.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** Assists the Public Works Director with overall direction of employees of street, solid waste collection, parks, and related units.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Any combination of education and experience equivalent to high school graduation, and three years of progressive supervisory experience. Must possess valid Montana Commercial Driver's License (CDL) with appropriate endorsements.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:** Assists the Public Works Director in sound organization and administrative practices; ensures policies are initiated and followed and that personnel and resources are being effectively utilized; effectively represents the City at all times when in contact with the general public, employees, and other units of government; assists the Public Works Director in ensuring that operating costs of the public works functions are controlled within the limitations of the budget; establishes and maintains effective communication and working relationships with fellow employees, superiors, other officials and the public; maintains a favorable work climate which motivates personnel to work up to their potential; effectively trains personnel; follows safety standards and may assist in improvements to the safety program; and keeps the Public Works Director promptly informed of all matters of importance and initiates or recommends actions with respect to such matters.

**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 of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**