28. See attached Position Descriptions

Position Descriptions

Town Clerk/Treasurer

General Purpose: Performs clerical and administrative work in the administration of Town government. Performs clerical, administrative and data processing work in the billing of utility and other public services, perform clerical, accounting, fiancé and administrative work in administering the treasury of the Town.

Supervision Received: Works under direction of the Mayor and Town Council.

Supervision Exercised: Exercises direction over personnel as assigned.

Essential Duties and Responsibilities:

1. To receive all moneys that come to the town, either from taxation or otherwise, and to pay the same out of the warrant of the mayor, countersigned by the clerk/treasurer, drawn in accordance with law.
2. Administer all financial and accounting functions including taxes, assessments, bonds, investments, utility billing, etc.
3. Responsible for preparing each month a full and detailed statement of the amounts of money belonging to the town, received by him/her and disbursed by him/her during the preceding month, and the state of each particular fund. Responsible for writing the annual Financial Report and producing the preliminary and final budget documents.
4. To keep the books and accounts of the town in such manner as to correctly present the condition of the finances thereof this must always be open to the inspection of the mayor or any member of the council. To keep a separate account of each fund or appropriation, and the debits and credits thereof.
5. Responsible for the utility billing of the town, and the maintenance, adjustments, reconciliation, etc. necessary to maintain the accounts. Pursues collection of delinquent utility accounts, monitoring payment schedules, preparing liens and write offs and appearing in court to testify in behalf of the Town, when necessary. Requires substantial public contact, data entry, handling of complaints, etc.
6. To give every person paying to him/her cash as town clerk/treasurer, a receipt therefore, specifying the date of payment, the amount and for what paid.
7. To keep a register of all warrants paid, which must show the date, amount and number, and to whom and the fund from which the same was paid. To pay out, in the order which they are registered, all warrants presented for payment, when there are funds in the treasury to pay the same.
8. To deposit all public moneys in his/her possession and under his/her control, excepting such as may be required for current business, in any solvent bank or banks located in such town, subject to national supervision or state examination, as the council shall designate, and no other; and the sums so deposited shall bear interest.
9. Maintain a complete set of accounts, preparing journal entries for adjustments, transfers or corrections; verifies, analyzes and reconciles accounts; reconciles bank statements; and performs various other accounting functions.

10. Process the town's payroll including documenting employee status changes, verifying deductions, benefits, etc. Responsible for all necessary monthly, quarterly and annual reports, including W-2's.
11. Processes purchase orders, invoices, claims and vouchers for payment; checks all claims for accuracy; verifies account codes for proper assignment of budget expenditures.
12. Responsible for preparing the agenda and items for consideration for Council meetings. To attend all meetings of the council and record and sign the proceedings thereof and all ordinances, bylaws, resolutions, and contracts passed, adopted, or entered into, and to sign, number, and keep a record of all licenses, commissions, or permits granted or authorized by the council.
13. Maintain, file, index, and preserve official town records.
14. Perform a variety of clerical and typing work in keeping financial, personnel and operational records.
15. To enter in a book all ordinances, resolutions and by laws passed and adopted by the council. Such book is called "The Ordinance Book."
16. To countersign and cause to be published or posted, as provided by law, all ordinances, bylaws, or resolutions passed and adopted by the council.
17. To file and keep all records, books, papers or property belonging to the town and to deliver the same to his/her successor when qualified.
18. Responsible for the licensing of dogs and cats in accordance with town ordinances.
19. Perform such other duties as the town council may prescribe.

Required knowledge, skills and abilities
Knowledge of accounting principles and functions. Knowledge of office practices and procedures. Ability to follow written and oral instructions. Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to establish and maintain effective working relationships with other employees, Town Officials, and the general public. Ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult people.

Desired minimum qualifications:
Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting and data processing.

Special requirements:
A valid state driver's license or ability to obtain one within three months from date of hire. Must be bondable.

Tools and equipment used:
Personal computer, including word processing and utility billing software; 10-key calculator; phone; answering machine; base radio; copy machine; and fax machine.

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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to operate, finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:
The noise level in the work environment is usually quiet.

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.

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

Approval: Broadus Town Council
Effective: April 4, 2006

Employee signature	Mayor Signature

Position Descriptions

Public Works Supervisor

General Statement of Duties: Performs supervisory and technical work in directing and coordinating the town's maintenance operations; plans, implements and directs a comprehensive public works program that will ensure sound development, maintenance and service to the public consistent with Town Council policy and with Federal and State regulations; directs streets, traffic, sanitation, engineering, water and wastewater systems, maintenance shop and related functions.

Supervision received: Works under direction of the Mayor and Council.

Supervision exercised: Exercises supervision over maintenance personnel and community service workers as assigned.

Essential Duties and Responsibilities:

1. Performs and supervises a variety of semi-skilled and skilled manual labor in the maintenance, repair and minor construction of streets, curbs, sidewalks, alleys, water and sewer mains and plants, parks, refuse collection and disposal, street signs and markings, traffic signals, building maintenance, and related facilities.
2. Water/Wastewater Operator – Performs duties in the operation of water pumping, purification and treatment plants and related equipment, following state and federal rules regarding water and sewer treating, testing and reporting requirements.
3. Develops methods and procedures to assure proper operations of the public works of the town, including maintaining and developing operating records and operating schedules and serving as purchasing agent.
4. Performs supervisory and mechanical repair work in directing equipment maintenance and repair work of all town equipment including vehicles, trucks, etc.
5. Supervises and performs technical work in the installation, maintenance, reading and testing of water meters.
6. Operates medium and heavy trucks, including refuse packers, rollers, front-end loaders, backhoes, snow plows, sanders, motor graders and similar equipment.
7. Operates mowers and other small equipment and tools to maintain street right-of-ways and parks.
8. Performs and supervises work involving land, facilities, materials and personnel required in developing and maintaining the park system, park recreational equipment and facilities and street right-of-ways. Performs and supervises physical labor such as litter cleanup, irrigating, grass cutting and weed control.
9. Performs and supervises work for the removal and disposal of trash and garbage, and in enforcing sanitation ordinances and regulations.
10. Drive packer-type garbage truck; lift and empty garbage and trash containers into garbage truck; ability to operate hoisting device to empty contents of dumpsters; unload truck at sanitary landfill.
11. Develops and maintains the garbage routes, schedules pickups and disposal of solid waste.
12. Cleans and sanitizes restrooms and replenishes supplies at town facilities; cleans spills; cleans drinking fountains, mirrors, walls, fixtures, light fixtures, etc. Dumps garbage containers.
13. Performs semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical and other trades work.
14. Inspects and maintains equipment and tools for proper operating condition.

15. Accountability of inventory: tools and equipment. 100% inventory list at the beginning of each fiscal year.
16. At the request of the Powder River County Sheriff's Department assist in the apprehending of dogs at large. The Town of Broadus personal will cares for, feeds and houses animals at the animal pound.
17. Assists in the planning and coordination of building or capital improvement projects. Assists in the preparation of bid specifications for equipment and facilities.
18. Develops shop procedures and budget data for the maintenance and repair of vehicles, mechanical equipment and facilities including streets, solid waste, water, sewer and park facilities.
19. Maintains records, prepares reports and other specialized maintenance records of facilities and equipment.
20. Coordinates the disposition of surplus property.
21. Traverses meter routes and takes readings of meter dials for utility billing; notes any unusual changes in consumption, location, or malfunctions such as leaks or damaged meters; rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption; maintain and repair meters; test meters for accuracy.

Necessary knowledge, skills and abilities:
Thorough knowledge of the utility system. Considerable knowledge of the principles of plant engineering. The ability to read and interpret engineering plans and specifications. Ability to plan and carry out a comprehensive work program as well as the ability to establish and maintain effective working relationships with employees, the public and other agencies. Knowledge of heavy-equipment operation and the hazards and precautions common to heave equipment operations. Ability to operate equipment and tools properly and safely.

Ability to lift heavy objects, walk and stand for long periods of time. Ability to communicate orally and in writing. Ability to perform heavy manual tasks and operate equipment under varying weather conditions. Knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.

Qualifications for appointment:
High school diploma or GED equivalent.

Special requirements:
Must possess a Class 3A4B water and 4c waste water operator certificate from the State of Montana; a valid Montana State Driver's license and CDL (commercial driver's license) endorsement, or ability to obtain these within time period prescribed by the Town or State law.

Tools and equipment used:
Motorized vehicles and equipment, including back-hoe, dump truck, pickup truck, utility truck, street sweeper, street roller, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, mechanic's tools including jacks, hydraulic lifts, air tools etc… this list is not all inclusive of tools and equipment used for this position.

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 the essential functions.

Whiles 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 is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 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.

Work environment:
While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually quiet while in the office and noisy when in the field or shop.

Approval: Broadus Town Council
Effective: April 4, 2006 revised January 8, 2010

Employee signature	Mayor signature

Position Descriptions

Public Works Operator
Water and Sewer

General Statement of Duties: Performs supervisory and technical work in directing and coordinating the town's maintenance operations primarily the operation and maintenance of the town's water and sewer systems; plans, implements and directs a comprehensive public works program primarily, the operation and maintenance of the town's water and sewer systems that will ensure sound development, maintenance and service to the public consistent with Town Council policy and with Federal and State regulations; directs streets, traffic, sanitation, engineering, water and wastewater systems, maintenance shop and related functions as needed; and primarily directs water and wastewater systems and related functions.

Supervision received: Works under direction of the Mayor and Council, pursuant to Montana Code Annotated section 7-3-213(2).

Supervision exercised: Exercises supervision over maintenance personnel and community service workers as assigned.

Essential Duties and Responsibilities:

1. Perform and supervise all aspects of the operation of the Water and Wastewater systems of the Town of Broadus following all State and Federal rules and regulations regarding water and wastewater treatment, testing and reporting requirements.
2. Must have the proper state and federal licenses to legally operate a public water and wastewater system, also the ability to attend continued education classes to keep said licenses.
3. Supervises and performs technical work in the installation, maintenance, reading and testing of water meters and other metering devices involved in the operations of a water and wastewater system.
4. Ability to safely work in the occasionally unsafe environment involved in replacing and repairing buried water and wastewater lines.
5. Develop methods and procedures for maintaining and improving said systems, always keeping in mind the safety of the consumer and to be financially responsible to said taxpayers.
6. Responsible to keep up to date on the ever changing rules and regulations passed down by the water wastewater governing agencies.
7. Ability to work with other employees, and to promote and ensure employee responsibility concerning the safe and proper operation of the water and wastewater systems.
8. Responsible for the interior and exterior building repairs pertaining to water and wastewater facilities. Also for maintaining the grounds surrounding the facilities including mowing and up keep in and around the sanitary waste lagoons.
9. Proper record keeping on the activities involved in water and wastewater systems, including but not limited to the documentation of the fire hydrant, main line water valves, and curb stop locations, conditions and performance levels including routine exercising. Wastewater manhole locations and problems related to them.
10. Responsible for keeping on hand an inventory of parts for repairing or replacing parts and making emergency repairs to the water and wastewater systems, that can be expected. Also to keep an inventory list of parts available.
11. The ability to prepare a workable budget and to work within said budget.

Necessary knowledge, skills and abilities:
Thorough knowledge of the utility system. Considerable knowledge of the principles of plant engineering. The ability to read and interpret engineering plans and specifications. Ability to plan and carry out a comprehensive work program as well as the ability to establish and maintain effective working relationships with employees, the public and other agencies. Knowledge of heavy-equipment operation and the hazards and precautions common to heavy equipment operations. Ability to operate equipment and tools properly and safely.

Ability to lift heavy objects, walk and stand for long periods of time. Ability to communicate orally and in writing. Ability to perform heavy manual tasks and operate equipment under varying weather conditions. Knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.

Qualifications for appointment:
High school diploma or GED equivalent.

Special requirements:
Must possess a Class 3A4B water and 4c waste water operator certificate from the State of Montana; a valid Montana State Driver's license and CDL (commercial driver's license) endorsement, or ability to obtain these within 60 days after hire.

Tools and equipment used:
Motorized vehicles and equipment, including back-hoe, dump truck, pickup truck, utility truck, street sweeper, street roller, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, mechanic's tools including jacks, hydraulic lifts, air tools etc… this list is not all inclusive of tools and equipment used for this position.

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 the essential functions.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 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.

Work environment:
While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet conditions and

vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually quiet while in the office and noisy when in the field or shop.

Approval: Broadus Town Council
Effective: March 1, 2011

Employee signature	Mayor signature

Position Descriptions

Public Works Operator
Streets, Solid Waste, and Parks

General Statement of Duties: Performs supervisory and technical work in directing and coordinating the town's maintenance operations primarily, the operation and maintenance of the town's streets, solid waste disposal, and parks operations; plans, implements and directs a comprehensive public works program that will ensure sound development, maintenance and service to the public consistent with Town Council policy and with Federal and State regulations; directs streets, traffic, sanitation, engineering, water and wastewater systems, maintenance shop and related functions primarily directs streets, traffic, sanitation, engineering, maintenance shop and related functions; and directs water and wastewater systems and related functions as needed.

Supervision received: Works under direction of the Mayor and Council, pursuant to Montana Code Annotated Section 7-3-213(2).

Supervision exercised: Exercises supervision over maintenance personnel and community service workers as assigned.

Essential Duties and Responsibilities:

1. Performs and supervises a variety of semi-skilled and skilled manual labor in the maintenance, repair and minor construction of streets, curbs, sidewalks, alleys, parks, refuse collection and disposal, street signs and markings, traffic signals, building maintenance, and related facilities.
2. Develops methods and procedures to assure proper operations of the public works primarily, the operation and maintenance of the town's streets, solid waste disposal, and parks operations of the town, including maintaining and developing operating records and operating schedules and serving as purchasing agent.
3. Performs supervisory and mechanical repair work on all town equipment, and maintenance work on all town equipment, including vehicles, trucks, etc.
4. Supervises and performs technical work in the installation, maintenance, reading and testing of water meters.
5. Operates medium and heavy trucks, including refuse packers, rollers, front-end loaders, backhoes, snow plows, sanders, motor graders and similar equipment.
6. Operates mowers and other small equipment and tools to maintain street right-of-ways and parks.
7. Performs and supervises work involving land, facilities, materials and personnel required in developing and maintaining the park system, park recreational equipment and facilities and street right-of-ways. Performs and supervises physical labor such as litter cleanup, irrigating, grass cutting and weed control.
8. Performs and supervises work for the removal and disposal of trash and garbage, and in enforcing sanitation ordinances and regulations.
9. Drive packer-type garbage truck; lift and empty garbage and trash containers into garbage truck; ability to operate hoisting device to empty contents of dumpsters; unload truck at sanitary landfill.
10. Develops and maintains the garbage routes, schedules pickups and disposal of solid waste.
11. Cleans and sanitizes restrooms and replenishes supplies at town facilities; cleans spills; cleans drinking fountains, mirrors, walls, fixtures, light fixtures, etc. Dumps garbage containers.

12. Performs semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical and other trades work.
13. Inspects and maintains equipment and tools for proper operating condition.
14. At the request of the Powder River County Sheriff's Department assist in the apprehending of dogs at large. The Town of Broadus personal will cares for, feeds and houses animals at the animal pound.
15. Assists in the planning and coordination of building or capital improvement projects. Assists in the preparation of bid specifications for equipment and facilities.
16. Assists in developing shop procedures and budget data for the maintenance and repair of vehicles, mechanical equipment and facilities including streets, solid waste, and park facilities.
17. Maintains records, prepares reports and other specialized maintenance records of facilities and equipment.
18. Coordinates the disposition of surplus property, when requested by the Mayor.
19. Traverses meter routes and takes readings of meter dials for utility billing; notes any unusual changes in consumption, location, or malfunctions such as leaks or damaged meters

Necessary knowledge, skills and abilities:
Thorough knowledge of the utility system. Considerable knowledge of the principles of plant engineering. The ability to read and interpret engineering plans and specifications. Ability to plan and carry out a comprehensive work program as well as the ability to establish and maintain effective working relationships with employees, the public and other agencies. Knowledge of heavy-equipment operation and the hazards and precautions common to heavy equipment operations. Ability to operate equipment and tools properly and safely.

Ability to lift heavy objects, walk and stand for long periods of time. Ability to communicate orally and in writing. Ability to perform heavy manual tasks and operate equipment under varying weather conditions. Knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.

Qualifications for appointment:
High school diploma or GED equivalent.

Special requirements:
Must possess a Class 3A4B water and 4c waste water operator certificate from the State of Montana; a valid Montana State Driver's license and CDL (commercial driver's license) endorsement, or ability to obtain these within 60 days after hire.

Tools and equipment used:
Motorized vehicles and equipment, including back-hoe, dump truck, pickup truck, utility truck, street sweeper, street roller, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, mechanic's tools including jacks, hydraulic lifts, air tools etc… this list is not all inclusive of tools and equipment used for this position.

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 the essential functions.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 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.

Work environment:
While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually quiet while in the office and noisy when in the field or shop.

Approval: Broadus Town Council
Effective: March 1, 2011

Employee signature	Mayor signature

Position Descriptions

Public Works Operator

General statement of duties: Performs a variety of unskilled and semi-skilled manual labor in the operation, maintenance, repair and minor construction of streets, alleys, water and sewer mains and plants, parks, buildings, equipment, facilities and refuse collection and disposal.

Supervision received: Work under direction of Public Works Director.

Supervision exercised: None

Essential duties and responsibilities:

1. Operate and maintain lit, medium and heavy equipment in the operation of the town's public works, including a variety of mechanical repair work to automotive and power equipment. Operation of equipment may include motor grader, dozer, and frontend loader; refuse packer, snow plow, sander, roller, dump truck and similar equipment in various assignments.
2. Performs routine inspection and preventive maintenance on equipment; cleans equipment.
3. Assist in the monitoring, operation, and maintenance of machinery and equipment for water wastewater services.
4. Perform physical labor such as litter cleanup, irrigating, grass cutting and weed control in park areas and street right-of-ways and in snow removal on sidewalks at town facilities.
5. Perform work in the operation, repair and maintenance of buildings, grounds, etc., including general cleaning. Perform building maintenance and repair such as painting, plumbing, carpentry, mechanical and other trades work.
6. Drive packer-type garbage truck; lift and empty garbage and trash containers into garbage truck; ability to operate hoisting device to empty contents of dumpsters; unload truck at sanitary landfill.
7. Cleans and sanitizes restrooms and fountains in the park and shop building and replenishes supplies. Collects and disposes of garbage in garbage containers in park.
8. Traverses assigned route and takes meter readings; records reading and notes any unusual changes in consumption, location or malfunctions such as leaks or damaged meters. Rechecks readings as needed to determine abnormal consumption. Assists in the maintenance and repair of meters and tests meters for accuracy.
9. Performs required labor involved in street construction, maintenance and snow removal.
10. Performs all duties in conformance to appropriate safety and security standards.

Required knowledge, skills and abilities:
Ability to drive/operate equipment and vehicles. Ability to perform heavy manual tasks for extended periods of time. Ability to work safely. Ability to work in inclement weather. Ability to follow written and oral instructions; to work unsupervised; to stay busy and manage time wisely; to establish and maintain effective working relationships with other employees, the public and other agencies.

Qualifications for appointment:
High school diploma or GED equivalent.

Special requirements:

Must possess a Class 3A4B water and 4c waste water operator certificate from the State of Montana; a valid Montana State Driver's license and CDL (commercial driver's license) endorsement, or ability to obtain these within time period prescribed by the Town or State law.

Tools and equipment used:
Motorized vehicles and equipment, including back-hoe, dump truck, pickup truck, utility truck, street sweeper, street roller, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, mechanic's tools including jacks, hydraulic lifts, air tools etc… this list is not all inclusive of tools and equipment used for this position.

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 the essential functions.

Whiles 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 is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 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.

Work environment:
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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is moderately noisy.
Approval: Broadus Town Council
Effective: April 4, 2006 revised January 8, 2010

Employee signature	Mayor signature

Position Descriptions

Public Works Seasonal Worker

General statement of duties: Performs a variety of unskilled and semi-skilled manual labor in the operation, maintenance, repair and minor construction of streets, alleys, water and sewer mains and plants, parks, buildings, equipment, facilities and refuse collection and disposal.

Supervision received: Work under direction of Public Works Director.

Supervision exercised: None

Essential duties and responsibilities:

1. Operate and maintain lit, medium and heavy equipment in the operation of the town's public works, including a variety of mechanical repair work to automotive and power equipment. Operation of equipment may include motor grader, dozer, and frontend loader; refuse packer, snow plow, sander, roller, dump truck and similar equipment in various assignments.
2. Performs routine inspection and preventive maintenance on equipment; cleans equipment.
3. Assist in the monitoring, operation, and maintenance of machinery and equipment for water wastewater services.
4. Perform physical labor such as litter cleanup, irrigating, grass cutting and weed control in park areas and street right-of-ways and in snow removal on sidewalks at town facilities.
5. Perform work in the operation, repair and maintenance of buildings, grounds, etc., including general cleaning. Perform building maintenance and repair such as painting, plumbing, carpentry, mechanical and other trades work.
6. Drive packer-type garbage truck; lift and empty garbage and trash containers into garbage truck; ability to operate hoisting device to empty contents of dumpsters; unload truck at sanitary landfill.
7. Cleans and sanitizes restrooms and fountains in the park and shop building and replenishes supplies. Collects and disposes of garbage in garbage containers in park.
8. Traverses assigned route and takes meter readings; records reading and notes any unusual changes in consumption, location or malfunctions such as leaks or damaged meters. Rechecks readings as needed to determine abnormal consumption. Assists in the maintenance and repair of meters and tests meters for accuracy.
9. Performs required labor involved in street construction, maintenance and snow removal.
10. Performs all duties in conformance to appropriate safety and security standards.

Required knowledge, skills and abilities:
Ability to drive/operate equipment and vehicles. Ability to perform heavy manual tasks for extended periods of time. Ability to work safely. Ability to work in inclement weather. Ability to follow written and oral instructions; to work unsupervised; to stay busy and manage time wisely; to establish and maintain effective working relationships with other employees, the public and other agencies.

Qualifications for appointment:
High school diploma or GED equivalent.

Special requirements:
A valid Montana State Driver's license and CDL (commercial driver's license) endorsement, or ability to obtain these within time period prescribed by the Town or State law.

Tools and equipment used:
Motorized vehicles and equipment, including back-hoe, dump truck, pickup truck, utility truck, street sweeper, street roller, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, mechanic's tools including jacks, hydraulic lifts, air tools etc… this list is not all inclusive of tools and equipment used for this position.

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 the essential functions.

Whiles 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 is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 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.

Work environment:
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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is moderately noisy.

Approval: Broadus Town Council
Effective: April 4, 2006 revised January 8, 2010

_____	_____
Employee signature	Mayor signature

Position Descriptions

Parks Maintenance Worker

General purpose: Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of park and recreation buildings, grounds, open spaces and parks.

Supervision received: Works under the immediate supervision of Public Works Director.

Supervision exercised: none

Essential duties and responsibilities:
Mows and maintains park and open space areas such as baseball and soccer fields; mows weeds; cleans and maintains tennis courts and nets; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.

Inspects, cleans and performs routine maintenance of park drinking fountains and restrooms.

Sweeps, washes, paints, and repairs or replaces park tables and slabs.

Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work as needed.

Performs routine maintenance on lawn and power equipment.

Plants lawns, tree, shrubs, and flowers as needed.

Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the town's parks and open spaces.

Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Operates tractors, mowers, welders, trucks, steam cleaners, buffers, washers, and other equipment not listed as needed.

Assures that tools and equipment are properly maintained and kept in proper working condition.

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions. Performs custodial work such as required and assigned, including; change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop; shampoo and steam clean carpets; dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; sweep; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, light fixtures, etc., dust furniture; wash windows, walls, metal and woodwork; clean rain gutters; sweep roofs.

Collect and disposes of solid waste from buildings and grounds; picks up litter from premises.

Opens and closes locks and unlocks facilities as needed.

Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.

Installs and maintains goal posts and nets and for sports facilities, including soccer, volleyball, baseball, softball, tennis, and basketball.

Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.

Keeps records of work completed.

Peripheral Duties:
Serves as a member of various employee committees, as assigned.

Desired Minimum Qualifications:
Education and Experience: Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

Necessary knowledge, skills and abilities:

- Some knowledge of equipment, materials and supplies used in building and grounds maintenance; some knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions.
- Skill in operation of listed tools and equipment.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools properly and safely.
- Ability to understand, follows, and transmits written and oral instructions.
- Ability to establish effective working relationships with employees, supervisors, and the public.

Special requirements: Valid state driver's license.

Tools and Equipment used: Pickup truck, lawn and landscaping equipment, including tractors, mowers, airifier, chainsaw, edger, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including mops, brooms, and dusting equipment.

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 the essential functions.

Whiles 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 is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 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.

Work environment:
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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is moderately noisy.

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

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.

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.

Approval: Broadus Town Council
Effective: April 4, 2006

Employee signature	Mayor signature