

City of Grangeville Employment

The City of Grangeville is accepting applications for a fulltime Public Works Maintenance I position. Starting wage DOE. Position is open until filled.

The is a fulltime position with City Health Insurance, PERSI Retirement, 10 Paid Holidays, Accrued Vacation & Sick Leave.

Successful Applicant will have a High School Diploma or equivalent and a current valid Idaho Driver's License. Experience in Public Works infrastructure maintenance desired. Application and a detailed Job Description is available at Grangeville City Hall, 225 W North Street, Grangeville, Idaho.

EEO and Drug Free Workplace

Closing Date/Time:

Open until filled

City of Grangeville

Position Description

Class Title	Public Works Maintenance I
How to Apply	City Application
Duration	40 hours/week - fulltime
Pay Grade	DOE
Effective Date	October 2018

General Statement of Duties

The position is full-time in the Public Works Department and requires an individual who is responsible for working as part of the Public Works team by performing semi- skilled work in a variety of areas. Duties include operating vehicles and equipment in either a specific or a variety of maintenance, construction, or utility tasks. The employee will work under the immediate supervision of the Public Works Maintenance Supervisor and/or Lead. All employees are responsible to the Public Works Director.

Classification Summary

The principal function of an employee in this class will operate light-duty vehicles, tractors, weed trimmers, riding mowers, push or pull mowers, water and various hand

tools. Work will generally be performed within the Public Works Crew including but not limited to locating water services, repair of sewer & water mains, cleaning manholes and sewer lines, servicing all equipment; cleaning the shop area. Read water meters, Flush fire hydrants, make repairs, and replace parts & equipment, working with a crew engaged in a wide variety of street and alley system maintenance and construction; care of heavy construction and maintenance equipment and machinery; and preparation of a variety of traffic control signs. Requires experience in operation and servicing of light and medium construction equipment. Also involves the operation of equipment used in the construction, maintenance and repair of the water and sewer system. Willingness/ability to perform heavy manual work.

Examples of Work (Illustrative Only)

- Performs manual labor for extended periods under some unfavorable climatic conditions frequently lifting objects weighing seventy-five (75) pounds or more with assistance.
- Safely operates hand tools, light machinery, and sharp tools.
- Safely operates riding equipment without assistance.
- Safely operates the following motorized equipment on a frequent basis including, but not limited to backhoes, dump trucks, street sweeper, snow plow, riding mowers and other miscellaneous equipment as required.
- Safely operates a motor vehicle on an occasional basis for the purpose of conducting official duties for the City of Grangeville.
- Stands for long periods of time and uses various hand tools and weed eaters.
- Communicates effectively with other employees in Public Works Dept. and City Hall.
- May sit, stand, bend, stoop, and walk for long periods of time.
- Performs other duties and special projects as assigned by Supervisor.
- Must be at least eighteen (18) years of age.
- Must have legal authorization to work in the United States of America.
- Must possess a driver's license valid in the State of Idaho and the ability to safely operate a motor vehicle.
- Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- Knowledge of the care and proper use of tools and equipment used in the development and maintenance of water, sewer, streets & parks.
- Ability to quickly learn maintenance, care, and construction of irrigation systems, and general grounds maintenance.
- Ability to establish and maintain an effective, harmonious and productive working relationship with other employees and the public.

- Ability to work flexible hours with some weekend and holiday work required.
- Ability to maintain accurate time card for hours worked.
- Ability to follow City policies and regulations.
- Knowledge of and/or the ability to learn occupational hazards and safety precautions.
- Must be able to distinguish between different chemical materials, with the ability to read and understand label information.
- Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to seventy-five (75) pounds and to repeatedly lift, move and carry objects weighing more than seventy-five (75) pounds with assistance.
- Ability to report for work on time and perform the duties of the job for the scheduled work day.
- Performs other duties and special projects as assigned by Supervisor.

Required Knowledge, Skills and Abilities

- Ability to learn city collection system network, line and manhole locations;
- Ability to recognize & learn the hazards and precautions associated with trench work and sewer line construction;
- Ability to use basic hand and power tools required to install and maintain pipe line;
- Ability to learn traffic control and diversion;
- Ability to learn the operation and maintenance of sewer cleaning equipment;
- Ability to learn typical water and sewer line problems;
Ability to learn how to use tools and equipment required to lay and repair sewer & water lines;
- Ability to review and understand the city policies and procedures;
- Ability to establish and maintain exceptional customer service to the general public, City employees and other agencies;
- Ability to work effectively and harmoniously in a team environment;
- Ability and skill in the operation of light and heavy mechanized equipment as required by the position;
- Ability to adapt to emergency or unusual situations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to communicate effectively and maintain effective working relationships with other City departments and employees, contractors, engineers, consultants, elected officials, property owners, regulatory agency personnel, and the public;
- Ability and willingness to quickly learn and put to use new skills and knowledge;
- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Integrity, ingenuity and inventiveness in the performance of assigned task

Acceptable Experience and Training

- High School diploma or GED and at least two (2) years of specialized training related to water, sewer and street maintenance and construction;
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a current or ability to obtain a valid Idaho Driver's License.
- Subject to a background check.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand policies and procedures, as well as safety rules and regulations and to work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to detect leaks, breakage, blockage, etc. in sewer lines, waterlines and work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools, join pipes and make repairs to water lines, sewer collection system lines and equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment.