

City of Helena Recruitment Notice

Parks Maintenance-Laborer

Department: Parks & Recreation

Salary Range \$16.9459-17.7932/hr + excellent benefit package

Position closes 5:00 pm MST, February 17, 2012



The Position

Performs skilled maintenance work, operates and maintains a wide variety of equipment, vehicles and tools necessary to perform general park, departmental, and building maintenance. Equipment includes, but is not limited to; trucks, loaders, bucket trucks, ditch-witch, riding mowers, wood - masonry - metal and chain saws, and general construction hand tools. Work involves the use of specialized knowledge and skills in the accomplishment of assignments, and may involve a range of working skills in a variety of trades, such as carpentry, electrical, irrigation and masonry.

Work Schedule

Monday - Friday, 7:00 a.m. - 3:30 p.m.

Supervision Exercised

Supervises the work of others as assigned, Lead Man only

Important and Essential Duties

Perform tree, shrub, and turf grass maintenance.

Install and maintain sprinkler systems.

Perform carpentry, plumbing, and electrical maintenance of buildings and structures.

Construct and repair concrete pads and sidewalks.

Operate mowers, sweepers, tractors, dump trucks, backhoe, roller, tamper, jackhammer, saws, compressor, sanders, and ditch witch.

Operate and maintain various equipment and tools necessary to perform all aspects of park and building maintenance including excavation and backfill, proper shoring and barricading.

Perform skilled maintenance duties on electrical, plumbing, and heating systems.

Maintain accurate records of inventory.

Perform manual labor and other duties as assigned.

Perform other duties as assigned.

Must be available to respond to emergency call out.

Candidate Profile

Knowledge of:

Building maintenance and construction practices.

Underground irrigation systems, pumps, backflow water regulators and current city, state and federal laws and regulations regarding water systems.

Mechanical and electrical systems, outdoor lighting, heating and air handling units, pumps, plumbing and public address systems.

Principals, theory and standard practices of several trades as they apply to the construction, maintenance and repair of structures, equipment and property development.

Project management and planning for the ordering, arrival and distribution of necessary materials, equipment and staff for a timely completion of projects.

About the City of Helena and its government

Helena is located in the heart of the Rocky Mountains of Western Montana. It has an estimated population of nearly 29,000 people. Helena has been the state capital of Montana since 1894.

Helena was incorporated in March 1881 and adopted a charter form of government in 1977. One Mayor and 4 commission members are elected to four-year terms.

The city provides a full range of municipal services to its citizens including police, fire, parks and recreation, street maintenance, planning and zoning, transit, water, sewer, storm-water, code enforcement, engineering, sanitary services and administrative services.

The City of Helena will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, physical or mental disability, political affiliations, or any other non-merit factor. The City of Helena is a Drug-Free Workplace.

City of Helena, Human Resources, 316 N Park Ave, Rm 106, Helena, MT 59623

Skill to:

Operate department equipment and perform maintenance tasks using a variety of hand and power tools.

Ability to:

Recognize and plan for the needs of park facilities, works closely with city staff, other departments, contractors and volunteer organizations to see projects to completion.

Read and work from blueprints and sketches, draw maps and record measurements.

Perform or quickly learn the variety of skills needed to perform assigned major duties.

Establish and maintain positive relationships with City employees, supervisors and the public.

Perform strenuous manual labor under adverse conditions when necessary.

Special Requirements & Physical Demands

Special Requirements:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire. If you reside out of state and are selected for a final interview, you will be required to bring a current copy of your driving record with you.

Physical Demands/Work Environment:

This varies based upon major job duties, although this usually involves performing vigorous manual labor which likely includes kneeling, twisting, crawling, climbing, standing, and walking. Ability to lift up to 80 pds. Ability to drive to different locations. Works outside frequently in all weather conditions. Is exposed to a variety of hazards and dangers on occasion. Works with chemicals and power/hand tools often.

Minimum experience and training qualifications

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Experience in parks maintenance tasks preferred.

Training:

High school graduation or equivalent.

License or Certificate:

Ability to obtain, a Montana State Pesticide Applicators License is desirable.

Ability to obtain, a Certified Pool Operator (CPO) and/or Aquatic Facility Operator (AFO) License is desirable.

Ability to obtain, a Certified Arborist Certificate is desirable.

Ability to obtain, a Montana State Boiler Operator License is desirable.

How to Apply

If you meet the minimum requirements specified and have the knowledge, skills and abilities pertinent to this position, applications are available online at www.ci.helena.mt.us, click Jobs/Employment link on left side of page, then the How to Apply link or outside the HR office at the address below. City Application, Resume and copies of relevant certifications are required for this position. All application materials must be received by 5:00 p.m. MST, February 17, 2012.