

Public Works Employment Advertisement

The City of Melba is currently accepting applications for a Public Works Superintendent/Watermaster position. The position will be an entry level position. At the minimum a high school diploma or similar General Education Degree (GED) is required.

This position will require a high degree of physical labor, knowledge of a wide range of tools and specialty equipment, and a current Idaho Driver's license.

The successful candidate will either hold or work towards Wastewater Treatment-Class 1 and Wastewater Collection-Class 1 certification and Drinking Water Operator Distribution-Class 1 certification. In addition, the successful applicant will assist in the maintenance of equipment and grounds related to the sewer and water departments, roads, park and city hall grounds and buildings and general shop maintenance.

The position requires on call evenings and weekends. A major component of this job will be to learn and understand the location, reading and maintenance of water meters.

Salary will be contingent with experience and certificates already earned and held. Applications are available at Melba City Hall, 401 Carrie Rex, Melba, Idaho, or request an application by email cityclerk@cityofmelba.org Application opens July 14, 2017 and will be open until position filled. Interviews expected to begin week of August 7, 2017.

City of Melba is an Equal Opportunity Employer.

CITY OF MELBA

JOB PLACEMENT QUESTIONNAIRE "Equal Opportunity Employer" All questions must be answered

GENERAL INFORMATION

Name				
	First Name	Last Name	Date	
Address (Mailing)	Street	City	State	Zip Code
Address (Physical)	Street	City	State	Zip Code

CONTACT INFORMATION

Phone _____
 Cell _____
 e mail _____

IDENTIFICATION

Last 4 digits of SSN: _____
 Drivers License Number _____
 State: _____

In case of an emergency, notify:

Address _____
 Phone _____ Cell _____

Employment History

*Begin with your most recent position and continue with all past employment
attach additional sheets if necessary*

Employer's Name _____	Phone _____
Address _____	Supervisor's Name _____
Date Hired _____ Date Left _____	Work Performed _____
Position _____	
Reason for leaving _____	
Employer's Name _____	Phone _____
Address _____	Supervisor's Name _____
Date Hired _____ Date Left _____	Work Performed _____
Position _____	
Reason for leaving _____	
Employer's Name _____	Phone _____
Address _____	Supervisor's Name _____
Date Hired _____ Date Left _____	Work Performed _____
Position _____	
Reason for leaving _____	
Employer's Name _____	Phone _____
Address _____	Supervisor's Name _____
Date Hired _____ Date Left _____	Work Performed _____
Position _____	
Reason for leaving _____	

EDUCATION:

Circle the highest grade or year completed in High School:

9 10 11 12

Name and location of High School _____

Graduated Yes _____ Year _____
No _____

Secondary Education

Name and Location	Major	Degree Obtained	GPA

Vo-Tech, Graduate School, etc.

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Skills

10-Key _____ Software (Please list) _____
 Foreign Languages _____ Other skills and/or certificates for the position you are seeking _____

PROFESSIONAL REFERENCEES

Name _____ Phone _____
 Company _____ Title _____
 Relationship _____

Name _____ Phone _____
 Company _____ Title _____
 Relationship _____

Name _____ Phone _____
 Company _____ Title _____
 Relationship _____

OTHER INFORMATION

Have you ever been convicted of or pleaded guilty or no contest to a misdemeanor or felony offense?

Do not include arrests that have not resulted in criminal conviction. Yes _____ No _____

If YES, please explain. _____

No applicant will be denied employment on the grounds of a conviction of a criminal offense. The nature and date of the offense, surrounding circumstances, and relevance of the offense to the position applied for, may, however be considered.

SIGNATURE

Applicant's Signature _____

Date _____

CITY OF MELBA

CLASS TITLE: PUBLIC WORKS SUPERINTENDENT/WATERMASTER

BASIC FUNCTION:

The Public Works Superintendent/Watermaster is appointed by the Mayor with concurrence by City Council.

The Public Works Superintendent/Watermaster is under the supervision of the Mayor, performs a variety of semi-skilled to skilled duties in construction, maintenance, repair and operation of Water and Wastewater facilities and systems; City Park and City Hall grounds and buildings, streets, operate a variety of light-heavy vehicles, equipment and hand and power tools.

DISTINGUISHING CHARACTERISTICS:

The WATERMASTER classification represents a knowledge of a number of distinct trades. Incumbents will perform a large range of duties in the operation of the City (sewer/water operations and maintenance, parks, streets, building maintenance) and operate a range of equipment utilized in the trade.

REPRESENTATIVE DUTIES:

Perform a variety of semi-skilled to skilled duties in the construction, maintenance, repair and operation of City water and wastewater facilities and systems, parks, grounds, buildings, streets. To include but not limited to daily readings of the Well Pumps, water tests as required by Dept. of Environmental Quality, monthly water meter readings.

Wastewater Facility Operator

Perform a variety of cleaning and minor maintenance of facilities, including minor painting, carpentry, plumbing and general custodial work.

Cut and control brush and vegetation; mow and trim grass and weeds and load and unload materials from trucks.

Dig and backfill excavations manually and using light – heavy equipment; assist in a variety of construction projects and duties.

Operate a variety of light – heavy equipment, and hand and power tools; transport or drive equipment for maintenance and repair.

Maintain records of daily activities, including work performed, labor requirements and supplies used; determine needed supplies and/or materials and purchase supplies according to established procedures.

Remove litter and debris from roadways and parks and transport to designated area.

Assist in the installation, cleaning, maintenance and repair of water and wastewater lines, streets and manholes.

Assist in the installation of new water services and the maintenance of existing water mains, services, hydrants, meters, pumps and reservoirs as assigned.

Monthly water meter readings for billing purposes. Turn off and turn on service as requested.

General maintenance and repair of streets.

Cleaning and maintenance of heavy equipment, lift station equipment and facilities.

Attend City Council meetings

Respond to emergency call-outs as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic construction and maintenance procedures and practices.

Operation of light – heavy vehicles and equipment

Operation and use of hand and power tools and equipment used in general construction and maintenance work and grounds keeping.

Basic grounds maintenance procedures including mowing, edging, raking and weeding

Basic health and safety practices.

ABILITY TO:

Perform a variety of semi-skilled to skilled duties in the construction, maintenance, repair and operation of City water and wastewater facilities systems, parks, buildings, streets.

Operate tools and equipment used in general maintenance work.

Perform general grounds maintenance duties including mowing, edging and weeding.

Apply specialized chemicals to control and eradicate weeds, insects and other pests.

Learn layout and operation and activities of building, grounds, street, water and wastewater systems.

Operate light and heavy vehicles and equipment

Understand and follow oral and written directions.

Communicate effectively, establish and maintain working relationships with the public, other City employees and regulatory agencies.

Prepare and present written reports, maintain reports, records, logs and compliance documents.

Observe health and safety regulations.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

High School diploma or GED equivalency. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license

Hold or will be required to become certified Drinking Water Operator – Distribution – Class I

Hold or will be required to become certified Wastewater Collection Operator – Class I and

Hold or will be required to become certified Wastewater Treatment Operator – Class I

WORKING CONDITIONS:

ENVIRONMENT

Outdoor environment

Working around dust

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Climbing ladders

Standing

Pulling and pushing

Lifting and carrying items weighing up to 100 pounds

Walking

Kneeling and crouching

Heavy physical labor

HAZARDS

Exposure to chlorine and wastewater gases

Working around and with machinery having moving parts

Working around and with electricity

Working at heights

Extreme weather conditions

Working in traffic areas

ADDITIONAL INFORMATION

The Water Master is an "appointed" position; not an "elected official"; appointments are made by the Mayor; and approved by City Council – Melba City Code Title 8 Utilities 8-1-3