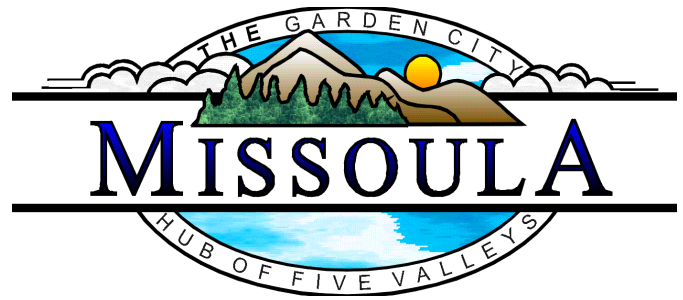


**CITY OF
MISSOULA
VACANCY NOTICE**

**UTILITY SERVICEPERSON
(DISTRIBUTION)**



SALARY: \$18.8716 - \$23.2662/HR DOE

CLOSING DATE: Thursday, March 14th at 5:00 p.m.

DEPARTMENT: Missoula Water Utility Division of Public Works

ACCOUNTABLE TO: Distribution Department Supervisor

STATUS: Regular, full-time, non-union

Primary Objective of the Position:

Under general supervision, performs installation, maintenance, inspections, and repair of water utility system infrastructure to ensure compliance with plans, construction codes, safety and state regulations and ordinances.

Essential functions:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Duties require the ability to access project sites where hazardous conditions including, exposure to loud noise, moving equipment, traffic, and weather, may be encountered. Some duties are performed in confined spaces and open trenches.

Tasks:

Read, review and interpret utility construction plans for adherence to water quality standards and compatibility with existing systems; ensure compliance with plans, traffic safety regulations and construction codes, including appropriate depths, elevations, pressures, construction methods and materials for modifications to work plans; may assist with ordinance enforcement.

Install water taps; repair and replace water mains, operate and inspect main valves and fire hydrants, locate and mark City utilities; maintain inspection and activity log; update water system drawings using computer aided drafting; answer questions on code requirements and construction methods; may issue stop-work orders; perform other duties as assigned.

Knowledge, Skills and other Characteristics:

Knowledge of municipal water operations policies and procedures; Knowledge of Public Works policies and procedures; Knowledge of utility construction methods, practices, and techniques, including stages when possible violations and defects may be most easily observed and corrected; Knowledge of the Uniform Building Code, the Missoula Municipal Code and Montanan Public Works Standards; Knowledge of OSHA rules and regulations; Knowledge of paving and concrete construction techniques; Knowledge of utility inspection safety policies and practices; Knowledge and ability to promote safe work practices and ensure compliance with City safety policies; Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines; Skill in reading and understanding blueprints and construction plans; Skill in conducting utility construction inspections; Skill in following safety guidelines and procedures; Skill in operating computers including, word processing, spreadsheet, database and computer aided design software; Skill in communicating, in person and in writing; Skill in establishing and maintaining effective relationships with contractors, architects, engineers, property owners, outside agencies and utility companies, city employees, and citizens.

Qualifications:

A high school education or equivalent. Two years water operator or other utility experience. Excavation and trenching experience is required. Experience working with construction plans and codes is desired. Safety training experience is desired. Must be able to work on-call shifts and overtime as required. Customer Service experience is desired. Water Treatment and Water Distribution operator certification in Montana is desired. Requires a valid Montana driver's license or the ability to obtain one within 30 days of hire and an acceptable driving record.

Application Instructions:

Apply online at www.ci.missoula.mt.us/jobs. Cover letter and resume must accompany the application.

**MISSOULA WATER HUMAN RESOURCES
MICHELLE HALLEY
1345 WEST BROADWAY
MISSOULA, MT 59802
PHONE: (406) 552-6744**

OFFICE HOURS: MONDAY THROUGH FRIDAY, 8:00 A.M. TO 5:00 P.M.

APPLICANTS WHO NEED ACCOMMODATION TO PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS MUST MAKE SUCH A REQUEST IN WRITING. THE CITY OF MISSOULA WILL CONSIDER ANY REASONABLE ACCOMMODATION.

The City of Missoula is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBTQ community, and individuals with disabilities are strongly encouraged to apply.

**APPLICATIONS MUST BE RECEIVED BEFORE 5:00 p.m.,
THURSDAY, MARCH 14TH, 2019**

*****COVER LETTER AND RESUME MUST ACCOMPANY
THE APPLICATION*****