

**CITY OF HARDIN
VACANCY ANNOUNCEMENT**

**Seasonal Employee
Public Works Department**

PRIMARY OBJECTIVE OF POSITION: Under close supervision, performs a variety of skilled and semi-skilled manual labor tasks in the construction and maintenance of streets, sewers, water lines, parks, buildings, other municipal facilities; occasionally operates trucks and light equipment; work varies somewhat, subject to close supervision.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Operates various types of light equipment, trucks; performs manual labor in the maintenance, repair, and minor construction of streets, alleys, water and sewer mains and plants, parks, sprinkler systems, water service lines, street signs, building maintenance, and related facilities; may perform janitorial tasks around plants and other public facilities; checks tires, oil, lubricant, water, and fuel of assigned equipment; maintains grounds in parks and around public buildings; other work as may be assigned by supervisor.

Removes debris and trash from alley and streets; services trucks and equipment as required; performs minor maintenance to equipment.

Contact with others is important to performance of duties and requires common courtesy when relaying information; duties involve difficult physical work requiring continuous crawling, climbing, lifting, frequently involving heavy weights (50# and up); work is frequently performed in undesirable physical conditions in noise, pollution, heat, cold and dampness; may be exposed to hazards and infectious wastes; work performed requires care and use of proper safety equipment and procedures to prevent injury.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Must have a valid Driver's License. Possession of a CDL is preferred, but not required. Applicants must be 16 years old or older to apply.

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 of the position. Will perform such other assignments as may be directed in the day to day operations of the City

Entry Level Salary: \$15.20 per hour

Application Closing Date: Wednesday, April 16, 2025

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This position is Seasonal; Full-Time up to 40 hours per week. Days and hours vary – May include weekends

APPLICATIONS available:

City of Hardin
406 N Cheyenne
Hardin MT 59034

(406) 665-9260 Ext. 104

Or

<http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

CITY OF HARDIN

POSITION: 2025 Seasonal Employees – Full Time - Public Works Department

ACCOUNTABLE TO: Assigned Supervisor

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SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: None

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EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Trucks and equipment are operated safely and effectively;

Assigned construction, maintenance, and collection projects are performed properly and efficiently;

Is able to perform a variety of skilled and semi-skilled tasks in the repair and maintenance of various types of equipment, structures and facilities;

Follow oral and written instruction and maintain effective working relationships with other employees, supervisors and the public.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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