

MAYOR  
Joe Purcell

POLICE CHIEF  
Paul M. George Jr.



PUBLIC WORKS DIRECTOR  
Michael Hurff Jr.

FINANCE OFFICER/CITY CLERK  
Andrew Lehr

## JOB VACANCY

### GENERAL LABORER OR MWI TO MWIII

#### EDUCATION TRAINING AND REQUIREMENTS FOR EACH POSITION:

**GENERAL LABORER:** Any Combination of training and experience equivalent to completion of High School or equivalent. Must have a valid Driver's License.

**MAINTENANCE WORKER I:** Any Combination of training and experience equivalent to completion of High School or equivalent and one-year work experience in construction and maintenance work. **Current CDL Required** – Tanker endorsement preferred.

**MAINTENANCE WORKER II:** Graduation from high school or GED equivalent. Minimum Three (3) years of related experience, or any equivalent combination of education and experience that is approved by the Public Works Director and/or Mayor. Three years of progressively responsible work in the construction, maintenance and repair of public facilities, or similar activities including the operating of light and medium equipment and heavy-duty trucks. Must possess a Commercial Driver's License with appropriate endorsements.

**MAINTENANCE WORKER III:** Graduation from high school or GED equivalent. Minimum Five (5) years of related experience, or any equivalent combination of education and experience that is approved by the Public Works Director and/or Mayor. Five years of progressively responsible work in the construction, maintenance and repair of public facilities, or similar activities including the operating of light and medium equipment and heavy-duty trucks. Must possess a Commercial Driver's License with appropriate endorsements.

**All Vacancy Announcements are located behind this page**

Benefits include Holiday, Sick, Vacation, Health/Dental/Vision & Retirement. Applications and job information may be picked up at the City Offices located at 406 North Cheyenne, viewed on City website [hardinmt.com/Wanted.html](http://hardinmt.com/Wanted.html), or call 406-665-9260 Ext. #4. Positions are open until filled. Union position available. EOE and Drug and Alcohol-Free workplace.



# CITY OF HARDIN VACANCY ANNOUNCEMENT

## General Laborer

**PRIMARY OBJECTIVE OF POSITION:** Under close supervision, performs a variety of skilled and semi-skilled manual labor tasks; work varies somewhat, subject to close supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Operates various types of equipment; 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; inspect equipment, monitor operating conditions; other work as may be assigned by supervisor.

Loads and operates sanitation trucks; removes debris and trash from alley and streets; services trucks and equipment as required; performs minor maintenance to equipment.

Prepares minimal records of own activities. 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:** Any Combination of training and experience equivalent to completion of High School or equivalent. Must have a valid Driver's License.

**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

Benefits Include: Holiday, Sick, Vacation, Health/Dental/Vision, and Retirement

**Application Closing Date:** Position Open until filled.

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

Hours: This is a Full – time position; 40 hours per week. Union position available.

APPLICATIONS available:

City of Hardin

406 N Cheyenne

Hardin MT 59034

(406) 665-9260 Ext. #4

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:**     **General Laborer – Full Time**

**ACCOUNTABLE TO:**   Assigned Supervisor

**PRIMARY OBJECTIVE OF POSITION:**     Under close supervision, performs a variety of skilled and semi-skilled manual labor tasks; work varies somewhat, subject to close supervision.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**     Operates various types of equipment; 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; inspect equipment, monitor operating conditions; other work as may be assigned by supervisor.

Loads and operates sanitation trucks; removes debris and trash from alley and streets; services trucks and equipment as required; performs minor maintenance to equipment.

Prepares minimal records of own activities. 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.

While performing the duties of this job, the employee is frequently required to use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk, sit and talk or hear.

The physical demands described here are representative of those that must be met by an employee to successfully preform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:**   None

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**     Any Combination of training and experience equivalent to completion of High School or equivalent. Must have a valid Driver’s License.

**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 semi-skilled and skilled tasks in the repair and maintenance of various types of equipment, structures and facilities; and follows oral and written instructions and maintains effective working relationships with other employees, supervisors and the public.

**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.**



**CITY OF HARDIN  
VACANCY ANNOUNCEMENT**

**Maintenance Worker I**

**PRIMARY OBJECTIVE OF POSITION:** Under close supervision, performs a variety of skilled and semi-skilled manual labor tasks; work varies somewhat, subject to close supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Operates various types of light and heavy equipment, trucks, and refuse packers; 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.

Loads and operates sanitation trucks; removes debris and trash from alley and streets; services trucks and equipment as required; performs minor maintenance to equipment; drives a packer truck to relieve regular driver.

Prepares minimal records of own activities; contact with others is crucial to performance of duties and requires common courtesy and 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:** Any Combination of training and experience equivalent to completion of High School or equivalent and one-year work experience in construction and maintenance work. **Current CDL Required** – Tanker endorsement preferred.

**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: \$16.40 per hour

Benefits Include: Holiday, Sick, Vacation, Health/Dental/Vision, and Retirement

**Application Closing Date:** Position Open until filled.

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

Hours: This is a Full – time position; 40 hours per week. Union position available

APPLICATIONS available:

City of Hardin

406 N Cheyenne

Hardin MT 59034

(406) 665-9260 Ext. #4

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:** Maintenance Worker I

**ACCOUNTABLE TO:** Assigned Supervisor

### **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, and the collection or disposal of solid waste; occasionally drives truck and operates light and heavy equipment; work varies somewhat, subject to close supervision.

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Operates various types of light and heavy equipment, trucks, and refuse packers; 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.

Loads and operates sanitation trucks; removes debris and trash from alley and streets; services trucks and equipment as required; performs minor maintenance to equipment; drives a packer truck to relieve regular driver.

Prepares minimal records of own activities; contact with others is crucial to performance of duties and requires common courtesy and 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.

While performing the duties of this job, the employee is frequently required to use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk, sit and talk or hear.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:**

None

### **EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any Combination of training and experience equivalent to completion of High School or equivalent and one-year work experience in construction and maintenance work. **Current CDL Required** – Tanker endorsement preferred.

### **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 semi-skilled and skilled tasks in the repair and maintenance of various types of equipment, structures and facilities; and follows oral and written instructions and maintains effective working relationships with other employees, supervisors and the public.

**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.**

**CITY OF HARDIN  
VACANCY ANNOUNCEMENT**

**Maintenance Worker II**

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, performs a variety of skilled and semi-skilled tasks in the maintenance, construction, and repair of streets, public facilities, sanitation, utilities and parks; operates light and medium equipment, and heavy-duty trucks. Also performs technical work in the operation and maintenance of the water and wastewater system, including plants, reservoirs, distribution, metering, and booster stations to include locates of water and sewer lines, plus water and sewer services and water shutoffs. Work varies, individual judgment within prescribed standards and procedures required; may schedule own work within established guidelines.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Performs a variety of skilled and semi-skilled work in the operation, repair and maintenance of buildings, equipment, streets, parks, facilities, water and sewer lines, and refuse collection and disposal. Operates and maintains light and medium equipment including tandem refuse trucks, street sweepers, front end loaders, rollers, snow plows, boom trucks, back hoes, street flushers and sewer jets. Uses a variety of hand and power tools; checks tires, oil, lubricant, water, lights and fuel to equipment operated.

Drives and loads refuse collection trucks, performs minor repairs to equipment used, patches streets, assists in the maintenance of park and recreation facilities; performs other tasks as assigned. Prepares records of own activities.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Graduation from high school or GED equivalent. Minimum Three (3) years of related experience, or any equivalent combination of education and experience that is approved by the Public Works Director and/or Mayor. Three years of progressively responsible work in the construction, maintenance and repair of public facilities, or similar activities including the operating of light and medium equipment and heavy-duty trucks.

Must possess a Commercial Driver's License with appropriate endorsements.

**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: \$17.60 per hour

Benefits Include: Holiday, Sick, Vacation, Health/Dental/Vision, and Retirement

**Application Closing Date:** Position Open until filled.

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

Hours: This is a Full – time position; 40 hours per week. Union position available

APPLICATIONS available:

City of Hardin

406 N Cheyenne

Hardin MT 59034

(406) 665-9260 Ext. #4

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:** Maintenance Worker II

**ACCOUNTABLE TO:** Public Works Director

### **PRIMARY OBJECTIVE OF POSITION:**

Under general supervision, performs a variety of skilled and semi-skilled tasks in the maintenance, construction, and repair of streets, public facilities, sanitation, utilities and parks; operates light and medium equipment, and heavy-duty trucks. Also performs technical work in the operation and maintenance of the water and wastewater system, including plants, reservoirs, distribution, metering, and booster stations to include locates of water and sewer lines, plus water and sewer services and water shutoffs. Work varies, individual judgment within prescribed standards and procedures required; may schedule own work within established guidelines.

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Performs a variety of skilled and semi-skilled work in the operation, repair and maintenance of buildings, equipment, streets, parks, facilities, water and sewer lines, and refuse collection and disposal. Operates and maintains light and medium equipment including tandem refuse trucks, street sweepers, front end loaders, rollers, snow plows, boom trucks, back hoes, street flushers and sewer jets. Uses a variety of hand and power tools; checks tires, oil, lubricant, water, lights and fuel to equipment operated.

Drives and loads refuse collection trucks, performs minor repairs to equipment used, patches streets, assists in the maintenance of park and recreation facilities; performs other tasks as assigned. Prepares records of own activities.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk, sit and talk or hear.

Work is frequently performed in undesirable physical conditions of pollution, heat, cold, and dampness. Duties involve physical work requiring lifting. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift weights up to 100 pounds.

The employee may be exposed to hazards and infectious wastes. Contact with others is incidental to performance of duties, requiring common courtesy and relaying information; work performed often requires care and use of proper safety equipment and procedures to prevent injury.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: MINIMUM QUALIFICATIONS:**

#### ***Education and Experience:***

- (A) Graduation from high school or GED equivalent
- (B) Minimum Two (2) years of related experience, or
- (C) Any equivalent combination of education and experience that is approved by the Public Works Director and/or Mayor.
- (D) Two years of progressively responsible work in the construction, maintenance and repair of public facilities, or similar activities including the operating of light and medium equipment and trucks.

### **SPECIAL REQUIREMENTS:**

Possession of Commercial Driver's License with appropriate endorsements.

### **EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

Assigned construction and maintenance tasks are completed, and assigned equipment are operating safely and effectively, maintained and repaired properly; and follows oral and written instructions. Applies knowledge of materials, equipment, tools, and techniques of maintenance and construction. Follows safety standards.

**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.**

# CITY OF HARDIN VACANCY ANNOUNCEMENT

## Maintenance Worker III

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, performs a variety of skilled and semi-skilled tasks in the maintenance, construction, and repair of streets, public facilities, sanitation, utilities and parks; operates light and medium equipment, and heavy-duty trucks. Also performs technical work in the operation and maintenance of the water and wastewater system, including plants, reservoirs, distribution, metering, and lift stations to include locates of water and sewer lines, plus water and sewer services and water shutoffs. Work varies, individual judgment within prescribed standards and procedures required; may schedule own work within established guidelines.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Performs a variety of skilled and semi-skilled work in the operation, repair and maintenance of buildings, equipment, streets, parks, facilities, water and sewer lines, and garbage collection and disposal. Operates and maintains light and medium equipment including tandem garbage trucks/dump trucks, street sweepers, front end loaders, rollers, snow plows, boom trucks, back hoes, street flushers and sewer jets. Uses a variety of hand and power tools; checks tires, oil, lubricant, water, lights and fuel to equipment operated.

Drives and loads garbage collection trucks, performs minor repairs to equipment used, patches streets, assists in the maintenance of park and recreation facilities; performs other tasks as assigned. Prepares records of own activities.

May be appointed as lead worker over other workers on certain projects.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Graduation from high school or GED equivalent. Minimum Five (5) years of related experience, or any equivalent combination of education and experience that is approved by the Public Works Director and/or Mayor. Five years of progressively responsible work in the construction, maintenance and repair of public facilities, or similar activities including the operating of light and medium equipment and heavy-duty trucks.

Must possess a Commercial Driver's License with appropriate endorsements.

**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: \$18.80 per hour DOE

Benefits Include: Holiday, Sick, Vacation, Health/Dental/Vision, and Retirement

**Application Closing Date:** Position Open until filled.

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

Hours: This is a Full – time position; 40 hours per week. Union position available

APPLICATIONS available:

City of Hardin

406 N Cheyenne

Hardin MT 59034

(406) 665-9260 Ext. #4

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:** Maintenance Worker III

**ACCOUNTABLE TO:** Public Works Director

### **PRIMARY OBJECTIVE OF POSITION:**

Under general supervision, performs a variety of skilled and semi-skilled tasks in the maintenance, construction, and repair of streets, public facilities, sanitation, utilities and parks; operates light and medium equipment, and heavy-duty trucks. Also performs technical work in the operation and maintenance of the water and wastewater system, including plants, reservoirs, distribution, metering, and lift stations to include locates of water and sewer lines, plus water and sewer services and water shutoffs. Work varies, individual judgment within prescribed standards and procedures required; may schedule own work within established guidelines.

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Performs a variety of skilled and semi-skilled work in the operation, repair and maintenance of buildings, equipment, streets, parks, facilities, water and sewer lines, and garbage collection and disposal. Operates and maintains light and medium equipment including tandem garbage trucks/dump trucks, street sweepers, front end loaders, rollers, snow plows, boom trucks, back hoes, street flushers and sewer jets. Uses a variety of hand and power tools; checks tires, oil, lubricant, water, lights and fuel to equipment operated.

Drives and loads garbage collection trucks, performs minor repairs to equipment used, patches streets, assists in the maintenance of park and recreation facilities; performs other tasks as assigned. Prepares records of own activities.

May be appointed as lead worker over other workers on certain projects.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk, sit, talk and hear.

Work is frequently performed in undesirable physical conditions of pollution, heat, cold, and dampness. Duties involve physical work requiring lifting. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift weights up to 100 pounds with assistance.

The employee may be exposed to hazards and infectious wastes. Contact with others is essential to performance of duties, requiring common courtesy and relaying information; work performed often requires care and use of proper safety equipment and procedures to prevent injury.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: MINIMUM QUALIFICATIONS:**

#### ***Education and Experience:***

- (A) Graduation from high school or GED equivalent
- (B) Minimum five (5) years of related experience, or
- (C) Any equivalent combination of education and experience that is approved by the Public Works Director and/or Mayor.
- (D) Five years of progressively responsible work in the construction, maintenance and repair of public facilities, or similar activities including the operating of light and medium equipment and heavy-duty trucks.

**SPECIAL REQUIREMENTS:**

Possession of Commercial Driver's License with appropriate endorsements.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

Assigned construction and maintenance tasks are completed, and assigned equipment are operating safely and effectively, maintained and repaired properly; and follows oral and written instructions. Applies knowledge of materials, equipment, tools, and techniques of maintenance and construction. Follows safety standards.

**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.**