

City of St. Maries Job Opportunity: City Public Works Employee

Location: St. Maries, Idaho

Department: Public Works

Employment Type: Full-Time

Position Overview

The City of St. Maries is seeking a dedicated and hardworking individual to join our Public Works Department. As a Public Works Employee, you will be responsible for performing a variety of tasks related to the maintenance, repair, and improvement of city infrastructure. The ideal candidate will possess a strong work ethic, attention to detail, and a willingness to learn and contribute to the overall well-being of the community.

Key Responsibilities

Perform a variety of manual labor duties of some difficulty that may involve the use of acquired skills to maintain and operate the City water and wastewater systems, streets, parks and other facilities. Operate various types of heavy and light duty equipment. Perform related work as required. Some skills acquired by experience or on-the-job training. Job duties are performed outdoors, in adverse weather conditions. *Mechanical Skills are a plus.*

- **Water System:**

- Maintain pumps and controls
- Perform routine maintenance and testing
- Maintain water lines, valves and fire hydrants
- Locate line breaks, shut off locations and repair water lines
- Install water lines, valves and fire hydrants
- Perform water service taps and install water meters and remotes
- Erect, maintain and repair fences
- Sewer System:
- Checks, services, cleans and maintains the sewer system, including rodding, flushing and application of compounds as necessary
- Repairs sewer lines and manholes
- Inspect, maintain and operate lift station and pumps
- Install new sewer lines and manholes
- Perform some routine plant maintenance and testing

- **Streets:**

- Maintain streets and alleys, including grading, surfacing, patching holes and dust control
- Clean and maintain sidewalks, gutters, ditches, culverts and drain structures
- Maintain sidewalks, debris and snow removal
- Cuts grass along street rights-of-way
- Maintain guard rails and traffic signs
- Perform snow and ice removal on streets
- Loading and unloading gravel, dirt and other materials

- **General:**
 - Maintain accurate time records and prepare reports
 - Maintain parks, mow and water grass, plant and care of trees
 - Operate a variety of vehicles and heavy equipment, including but not limited to, tractor mowers, dump trucks, front end loaders, sweepers, backhoes, water tankers, motor graders, bob cat, roller, and other related equipment
 - Operate a variety of hand tools and power tools, including but not limited to, shovels, picks, rakes, hoses, brooms, sledges, hammers, air compressors, jacks, sprayers, pumps and related equipment to perform various duties.
 - Performs routine cleaning and maintenance of equipment and tools and refers defects or needed repairs to a supervisor
 - Cleans and maintains shop building and surrounding area
 - Performs minor repairs and maintenance of City vehicles such as checking tires, oil, gasoline, changing oil filters, air cleaners, washing and waxing trucks and equipment.
 - Performs maintenance and repairs for other mechanical equipment used
 - May perform purchasing of general supplies with supervisor approval.
 - Remove debris and other safety hazards from public areas
 - Performs line locates using line locating equipment and marking lines with appropriate colored paint
 - Responds to emergency situations such as system breaks or blockages, including locating affected areas, traffic control, erection of safety barricades and notification of users
 - Responds to on-call after duty hours in emergency services with a quick response time
 - Performs all work duties and activities in accordance with City policies, procedures and safety practices
 - Informs supervisor of work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
 - Responds to all internal and external customers courteous and friendly manner to promote a service orientation
 - Perform Other duties as required

- **Knowledge of:**
 - General maintenance and construction methods
 - Safe operation of heavy duty motorized equipment and hand tools
 - Mechanical and pipe fitting tools, methods and techniques
 - State and City regulations regarding safe work practices

- **Ability to:**
 - Follow oral and written instructions
 - Perform heavy manual work for an extended period of time under varying climatic conditions
 - Learn new repair and service techniques and procedures

- Learn applicable regulations regarding operations of water and wastewater systems
- Keep accurate records
- Establish and maintain good working relationships with employees
- Deal with the public courteously and effectively

Qualifications

- High school diploma or equivalent
- Class B CDL within 6 months of hire, in-house training may be provided.

Compensation and Benefits

- Starting at \$18.00 per hour, and additional \$1.00 per hour if CDL is obtained prior to starting.
- Health, dental, and vision insurance
- PERSI Retirement Plan
- 401(k) Plan
- Vacation
- Sick Leave
- Paid Holidays
- HRA Veba Employer Contribution

Application Process

To apply, please submit a job application form, resume, cover letter, and references to jkinzer@cityofstmaries.org by April 18, 2025. The City of St. Maries is an equal opportunity employer and encourages applications from all qualified individuals.

We look forward to hearing from you!