



## City of Greenleaf

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### Job Description

Applications accepted through 08 April 2024

<b>Job Title:</b>	Public Services Crew
<b>Department:</b>	Public Services
<b>Supervisor (reports to):</b>	Public Services Director (primary) Assistant to the Public Services Director (secondary)
<b>Works with (as directed):</b>	WWTP Operator of Record City Clerk City Treasurer
<b>Exemption Status:</b>	Non-exempt (Hourly)

### General Description of the Position:

This is an entry-level position as a member of the City of Greenleaf's Public Services Department which is responsible for all aspects of operation, maintenance, and repair of the City's assets and infrastructure. The City's infrastructure responsibilities include, but are not limited to, the following:

- On-call schedule.
- Potable water system. This includes wells, pump-houses, storage tanks, and distribution system.
- Wastewater treatment plant (WWTP) and collection system. This includes a small farm operation used to dispose of effluent during the growing season.
- Roads and Streets department. This includes summer maintenance and winter snow removal..
- Municipal irrigation system. This includes a combination of a gravity and pressurized system.
- Solid waste management (Garbage collection which is operated by a contract operator).
- Grounds / Facilities / Equipment management of all city owned and/or operated property (City Hall / parks / pump-houses / WWTP / vehicles / equipment / generators / etc.).

### Drug Testing:

This position is subject to a drug pre-screening test prior to employment, random drug testing, and drug testing after any on-the-job accident. Positive drug test results are grounds for ineligibility to hire, and for termination of employment.

## **Position Responsibilities:**

An employee in this position may be called upon to do any or all of the following job functions:

Water Department: Assist in operating the city water system.

Wastewater Department: Assist in operating the city wastewater department.

Roads and Streets Department: Assist in the operation of the city's roads and streets department. This may include, but is not limited to, weed control, snow removal, sanding, road repair, and traffic control.

Municipal Irrigation: Any duties as assigned

Grounds / Facilities / Equipment Management: Any duties as assigned.

## **Minimum Qualifications:**

All applicants must be willing to submit to, and be able to successfully pass, the city's background check process which includes reference checks and criminal history checks. Applicants must also meet the following general and specific minimum qualifications:

### General Minimum Qualifications:

- Graduation from high school or equivalent.
- Possession of a valid Idaho State Driver's License.
- Consistently demonstrated good work ethic, including but not limited to, arrival to work on time, performance of high-quality work, and good communication.
- Ability to work inclement weather, and on uneven or rough surfaces.

### Specific Minimum Qualifications (including licenses and certifications)

- Possession of, or ability to acquire, the following:
  - Class B Idaho Commercial Driver's License\*
  - Idaho Wastewater Collection – Class 1 License\*
  - Idaho Wastewater Treatment – Class 2 License
  - Idaho Drinking Water Distribution – Class 1 License\*
  - Idaho Drinking Water Treatment – Class 1 License\*
  - Flagger / Traffic Control certification\*
  - Idaho Pesticide and Chemical Applicators licenses\*

\* If needed, should be acquired within four (4) years.

## **Desirable Qualifications:**

- 2 – 3 (or more) years related work experience
- Experience operating heavy equipment such as a backhoe, dump-truck, excavator, or street sweeper

## **Working Conditions (Applicable Skills and Tasks):**

The work environment can be either indoors or outdoors. The weather may be cold, hot, or wet. Some locations may be noisy. It could be day or night, bright or dark. There may be confined space issues or office duty.

- This position requires an individual with the ability to perform active, physical labor (may include climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and performing repetitive motions) for extended periods of time under less than ideal conditions.
- Must be able to lift objects up to 75 lbs regularly.
- Must be able to routinely operate hand tools, shovels, mowers, trimmers, blowers, chainsaws, and other equipment for extended periods of time.
- Must demonstrate clarity of speech and hearing for effective communication, including the ability to effectively talk and listen via telephone, cellphone, radio, and in-person.
- Must demonstrate vision, hearing and sense of smell, and mental acuity for making observations and take notice of changes to the surrounding environment.
- Must demonstrate mental acuity and manual dexterity for operation of equipment in the field and, as needed, in the office environment.

## **Travel Requirements:**

- As needed, and as directed by the Public Services Director or his Assistant, be able to travel locally, typically under 60 miles from Greenleaf.

## **Disclaimer:**

The incumbent must perform the position responsibilities and other duties as assigned, efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position or classification. The above statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.