



City of Bellevue
115 E Pine Street
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www.bellevueidaho.us

Job title: City Assets Operator I, II, or III
Department: City Assets
Classification: Full-time
FLSA status: Non-exempt
Starting pay range: Depending on experience

POSITION SUMMARY

The City of Bellevue, Idaho, is seeking a dedicated individual who thrives on challenges and enjoys working outdoors to join our City Assets Department. The City Assets Department is vital to the maintenance and upkeep of our city streets, equipment, facilities, parks, and pathways. The City seeks a person with a strong mechanical aptitude along with the ability and willingness to learn quickly. This is a full-time, non-exempt position (eligible for overtime pay). This person works under the direction of the City Assets Manager.

DUTIES AND RESPONSIBILITIES:

- Works on projects such as but not limited to street maintenance, alley maintenance, chip seal projects, sidewalk repair, snow removal, gravel or fill hauling, building maintenance, tree pruning, weed control, right-of-way mowing, curb maintenance, painting, and installing signage and banners.
- Operates equipment used in road maintenance and snow removal.
- Uses hand tools to perform daily activities.
- Responsible for operating Asset Dept. vehicles and equipment in a safe and efficient manner.
- Communicates operating conditions of City equipment to supervisor.
- Responds promptly to emergencies, including snow removal, and is available for on-call shifts at all hours as the job duties require, or as requested by management.
- Collaborates with team members to ensure efficient and effective completion of tasks and a respectful workplace.
- Always follows safe work practices and Department procedures.
- Responsible for timely filing of all incident reports, safety incidents or accidents.
- Responsible for keeping work time records and reporting timely.
- Other duties as assigned.

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

- High school graduate or equivalent.
- Experience in road construction and maintenance is preferred.
- Certification in the following areas: traffic control, flagging, or any satisfactory combination of experience and training as determined by management.
- Knowledge and/or ability to work within all applicable laws, rules and ordinances of the City governing safe vehicle operations.
- Experience operating heavy equipment preferred.
- Ability to work flexible hours, including nights, weekends, and holidays.
- Physical strength and stamina to perform manual labor in various weather conditions.
- • Possession of a valid Class A, B CDL, or C Commercial Driver's License or a valid Driver's (or ability to obtain within 60 days of hire);
- • Possess or have the ability to obtain a Flagging Certificate.
- OPERATOR II
- Character of this individual is paramount. One who takes initiative, self-accountability, safety minded, respect shown to all coworkers, residents and admin, while exhibiting leadership skills for themselves and the rest of the team.
- OPERATOR III
- This is a leadership role, where the person is not only capable, but also willing to stand in for the Assets Manager when needed.
- This person should have 7-10 years of heavy construction experience in running all general heavy equipment and able to teach others in proper usage and safety aspects.
- 3-5 years of working in public service "Public Works"
- LHTAC Road Scholar and Road Master Certificates
- Class A CDL with all needed endorsements. (Trailers, Tankers)
- Up to date Flaggers Certification

OTHER SKILLS:

- Possess effective communication skills to present information and interact with employees, managers, elected officials and the general public.
- The ability to maintain cooperative and supportive working relationships with co-workers, staff and management.
- Ability to perform basic math skills (addition, subtraction, multiplication and division using whole numbers, common fractions and decimals).
- Ability to solve practical problems and deal with a variety of situations.
- Ability to interpret a variety of instructions (verbal and written).
- Ability to learn the materials, methods and equipment used in road maintenance and repair.
- Ability to obtain considerable knowledge of the layout, construction and condition of City roads.
- Knowledge of traffic laws and the ability to learn safety rules governing operation of motor vehicles and equipment on City roads.

PHYSICAL DEMANDS: The physical demands below are representative of those that are necessary to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to use hands to finger, handle, or feel objects, tools, communication devices, or controls.
- Reach with hands and arms and talk or hear.
- Frequently required to stand, walk, sit, climb or balance.
- Regularly lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment described below is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works near moving mechanical parts and in outdoor weather conditions year-round and may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.
- Works in an environment with loud noise levels.

BENEFITS:

- Fully paid medical, vision, and dental insurance coverage for employees.
- Voluntary supplemental accident insurance.
- Paid Vacation Time.
- Paid City Holidays.
- Paid air ambulance insurance for employees and their family members.
- Membership in the Public Employee Retirement System of Idaho (PERSI).

EQUAL OPPORTUNITY EMPLOYER:

The City of Bellevue is an equal opportunity employer committed to diversity and inclusion in the workplace. We welcome applications from all qualified individuals, regardless of race, ethnicity, gender, sexual orientation, age, disability, or any other legally protected characteristic.

TO APPLY:

- Complete a City of Bellevue Employment Application available online at www.bellevueidaho.us or in person at Bellevue City Hall, 115 E Pine Street, Bellevue, Idaho.
- Attach your resume to the application and submit either in person at Bellevue City Hall or via email to the Public Works Director, Chris Johnson cjohnson@bellevueidaho.us.

Deadline to Apply: Open until filled. Applications will be reviewed as they are received. The position may be filled at any point in the recruitment process.